

Town of Brookline



2008 Annual Report

TOWN OF BROOKLINE MASSACHUSETTS



303rd Annual Report of the
Town Officers of Brookline
for the year ending December 31, 2008

www.brooklinema.gov

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TOWN OFFICERS For the Municipal Year 2008

Elected Town Offices and Committees

MODERATOR		SCHOOL COMMITTEE	
Edward (Sandy) Gadsby	(2009)	Henry Warren, Chair	(2010)
		Ira C. Chan	(2009)
TOWN CLERK		Helen Charlupski	(2010)
Patrick J. Ward	(2009)	Glenn Alan Cunha	(2011)
		Susan Wolf Ditkoff	(2010)
		Kevin E. Lang	(2009)
BOARD OF SELECTMEN		Judy Meyers	(2009)
Nancy A. Daly, Chair	(2011)	Alan Morse	(2011)
Robert L. Allen, Jr.	(2009)	Rebecca Stone	(2011)
Betsy DeWitt	(2009)		
Jesse Mermell	(2010)	BROOKLINE HOUSING AUTHORITY	
Richard W. Benka	(2011)	David Trietsch, Chair	(2013)
		Michael Jacobs, Vice Chair	(2011)
TRUSTEES OF THE PUBLIC LIBRARY		Roxanne Berman	(2011)
Carol Axelrod, Chair	(2009)	Barbara B. Dugan	(2010)
Michael A. Burstein	(2010)	Barbara A. Sard	(2009)
Vivien E. Goldman	(2009)		
Regina Healy	(2009)	CONSTABLES	
Gary Jones	(2011)	Robert L. Allen	(2010)
Carol H. Kopelman	(2010)	Marvin A. Feinman	(2010)
Karen Livingston	(2011)	William A. Figler	(2010)
Jon Margolis	(2011)	Myrna Kahn	(2010)
Edith W. Sperber	(2009)	Stanley Rabinovitz	(2010)
Mary T. Sullivan	(2011)		
Judith Vanderkay	(2010)		
Roberta Winitzer	(2010)		

Appointed by Moderator

ADVISORY COMMITTEE		ADVISORY COMMITTEE CONT'D	
Harry Bohrs, Chair	(2010)	Karen D. Lieff	(2009)
Neil Wishinsky, Vice Chair	(2010)	Pamela Lodish	(2011)
Charles Baker	(2011)	Sean M. Lynn-Jones	(2010)
Carla Wyman Benka	(2010)	Shaari Mittel	(2009)
Michael Berger	(2011)	Charles Moo	(2009)
Francis G. Caro	(2010)	Roberta Ornstein	(2010)
Kenneth W. Chin	(2011)	William B. Powell	(2009)
Nancy Heller	(2011)	Stanley L. Spiegel	(2010)
Sytske V. Humphrey	(2011)	Michael S. Traister	(2011)
Janice S. Kahn	(2011)	Leonard A. Weiss	(2011)
Estelle Katz	(2009)	Donald C. Weitzman	(2010)
Frederick S. Lebow	(2009)	Karen M. Wenc	(2009)
Fred Levitan	(2010)	Christine M. Westphal	(2009)
		Michele Earley, Executive Assistant	

Senior Manager Appointments

BOARD OF SELECTMEN'S OFFICE

Richard J. Kelliher, Town Administrator
Sean Cronin, Deputy Town Administrator
Melissa Goff, Assistant, Town Administrator

BUILDING DEPARTMENT

Michael Shepard, Commissioner
Charles Simmons, Director of Public Buildings
Tony Guigli, Building Project Administrator

COUNCIL ON AGING

Ruthann Dobek, Director

FINANCE DEPARTMENT

Stephen E. Cirillo, Director of Finance/
Treasurer/Collector
David Geanakakis, Chief Procurement Officer
Judith A. Haupin, Comptroller
Gary McCabe, Chief Assessor

TOWN LIBRARIAN

James C. Flaherty

PLANNING AND COMMUNITY DEVELOPMENT

Jeff Levine, Director
Kara Brewton, Economic Development Director

POLICE CHIEF

Daniel C. O'Leary

PUBLIC WORKS DEPARTMENT

A. Thomas DeMaio, Commissioner
Andrew Pappastergion, Deputy
Commissioner/Director of Water and Sewer
Peter Ditto, Director of Engineering/Transportation
Erin Chute Gallentine, Director of Parks and Open Space
Kevin Johnson, Director of Highway

INFORMATION TECHNOLOGY

Kevin Stokes, Chief Information Officer

FIRE CHIEF

Peter Skerry

HEALTH AND HUMAN SERVICES

Dr. Alan Balsam, Director

HUMAN RELATIONS/YOUTH RESOURCES

C. Stephen Bressler, Director

HUMAN RESOURCES

Sandra DeBow, Director

RECREATION

Lisa Paradis, Director

SUPERINTENDENT OF SCHOOLS

William H. Lupini

TOWN COUNSEL'S OFFICE

Jennifer Dopazo, Town Counsel
Joslin Ham-Murphy, Assoc. Town Counsel
John Buchheit, Assoc. Town Counsel
Patricia Correa, Assoc. Town Counsel

VETERANS' SERVICES

William McGroarty, Director

Boards and Commissions Appointed by the Selectmen

ADVISORY COUNCIL ON PUBLIC HEALTH

Dr. Bruce Cohen, Chair	(2010)
Roberta Gianfortoni	(2009)
Milly Krakow	(2009)
Cheryl Lefman	(2010)
Patricia Maher	(2011)
Anthony Schlaff	(2011)

BOARD OF APPEALS

Enid Starr, Chair	(2010)
Jesse Geller	(2009)
Robert DeVries	(2011)

ASSOCIATE MEMBERS

Jonathan Book	(2010)
Kathryn R. Ham	(2009)
Mark Allen	(2009)
Anna Christina Wolfe	(2011)
Mark Zuroff	(2011)

BOARD OF ASSESSORS

Gary McCabe, Chair	(2010)
Mark J. Mazur	(2009)
Harold Petersen	(2011)

BOARD OF EXAMINERS

Barnett Berliner (2008)
 Fred Lebow (2009)
 VACANCY (2010)

BROADBAND MONITORING COMMITTEE

Francine Berger, Chair (2009)
 Michael Newman (2008)
 Al Pisano (2011)
 Michael S. Selib (2012)

BROOKLINE ACCESS TELEVISION

William Slotnick, Chair (2008)
 Leor Brenman (2009)
 Albert Davis (2008)
 Andrew M. Fischer (2008)
 Mary Hoffee (2009)
 Jodi Long-Godes (2008)

BROOKLINE COMMISSION FOR THE ARTS

Joanne Lukitsh, Co-Chair (2009)
 Gavin Andrews, Co-Chair (2010)
 Rory Dela Paz (2010)
 Katherine Ewen (2010)
 Jennifer W. Green (2012)
 Jeanette L. Gullemin (2010)
 Gillian Willis-Jackson (2009)
 Dione Langan (2009)
 Katherine Lapuh (2010)
 Sibyl Senters (2009)
 Libby Smith (2011)
 Zina Schiff (2011)
 Jane Stanhope (2010)
 Brenda Sullivan (2010)
 Marie Wilson (2010)

BROOKLINE COMMISSION FOR WOMEN

Casey Hatchett, Chair (2010)
 Jamie Costello, Vice-Chair (2008)
 Sharman Andersen (2009)
 Merry Arnold (2010)
 Chris Chanyasulkit (2009)
 Debbie Howerton (2009)
 Alberta Grossman Lipson (2009)
 Sandra Lundy (2008)
 Maura McAvoy (2008)
 Susan Ross (2010)
 Dr. Gloria Rudisch (2010)

BUILDING COMMISSION

Janet Fierman, Chair (2009)
 George Cha (2009)
 George Cole (2010)
 Kenneth Kaplan (2010)
 David Pollack (2011)

FLAG DAY COMMITTEE

Michael W. Merrill, Chair
 Marge Amster
 Annmarie Cedrone
 Polly Cornblath
 A. Thomas DeMaio
 Peter Ditto
 Eli Gorock
 Kelly Hardebeck
 Lisa Paradis
 William McGroarty
 Rita McNally
 Chou Chou Merrill
 Betty Moylan
 Captain John O'Leary
 Captain Michael O'Reilly
 William Riley
 Melvin Ritter
 Michael Shepard
 Brenda Sullivan
 Herbert Taymor
 Ben Vivante
 Joseph Walsh
 Yvette Yelardy

COMMISSION FOR THE DISABLED

Eileen Connell Berger, Chair (2009)
 Keith Duclos (2009)
 Selectman Richard Benka (2011)
 James Miczek (2008)
 James Peters (2008)
 Melvin Ritter (2009)
 Vacancy (2007)
 Vacancy (2008)

CONSERVATION COMMISSION

Randolph Miekjohn, Chair (2010)
 Kate Bowditch (2009)
 Gail McClelland Fenton (2010)
 Werner Lohe (2011)
 Marcus Quigley (2009)
 Roberta Schnoor (2009)
 Brian Winner (2011)

ASSOCIATE MEMBERS

Marian Lazar
 Pamela Harvey

COUNCIL ON AGING

Agnes Rogers, Chair	(2009)
Miriam Sargon, Vice-Chair	(2011)
Eleanor Bart	(2011)
Gretrude Cohen	(2009)
Irvin Finn	(2009)
Elizabeth Kirsten	(2010)
Evelyn Roll	(2011)
Shirley Radlo	(2010)
Anatoly Rakin	(2010)
Dorothy Wolfson	(2010)
William Wong	(2011)

ASSOCIATE MEMBERS

Doris Toby Axelrod	(2011)
Deborah Brass	(2011)
Lillian Christmas	(2010)
Philip Fullerton	(2011)
Ruth Golden	(2010)
Mary Lee Hood	(2010)
Jean Kramer	(2011)
Marjorie Diana Harvey	(2009)
Celia Lascarides	(2010)
Helen Lew	(2011)
Jean O'Rourke	(2009)
Jacob Shafran	(2010)
Muriel Stark	(2009)
Roberta Winitzer	(2009)

ECONOMIC DEVELOPMENT ADVISORY BOARD

Robert I. Sperber, Co-Chair	(2010)
Anne Meyers, Co-Chair	(2009)
Susan Houston	(2009)
Kenneth Lewis	(2010)
Thomas Nally	(2010)
Peter Norstrand	(2011)
Alden Raine	(2009)
Paul Saner	(2010)
James R. Shea, Jr.	(2009)
Harold Simansky	(2009)
Nathaniel C. Stinnett	(2011)
Donald A. Warner, AIA	(2010)

HOUSING ADVISORY BOARD

Roger Blood, Chair	(2009)
Rufus Phillips	(2011)
Dan Rosen	(2011)
Kathy Spiegleman	(2010)
Steven Heiken - Planning Board Rep.	
Michael Jacobs - Housing Authority Rep.	
Rita McNally - Tenant Rep.	

HUMAN RELATIONS/YOUTH RESOURCES COMMISSION

Dr. Edward Wang, Co-Chair	(2010)
Marc Jones Co-Chair	(2009)
Sandra Bakalar	(2011)
Laurie B. Dopkins	(2011)
Jacob Effrom (Student)	(2009)
Karen Fischer	(2009)

HUMAN RELATIONS/YOUTH RESOURCES COMMISSION CONT'D

David Tappan Heist	(2011)
Rita McNally	(2010)
Kay O'Halloran	(2010)
Captain John O'Leary	(2009)
Donelle O'Neil, Sr.	(2010)
Larry Onie	(2011)
Agnes Rogers	(2011)
Enid Shapiro	(2009)
Lena Wong	(2010)

ASSOCIATE MEMBERS

Herb Goodwin	(2009)
Paula Schneider	(2010)
Doreen Wilkinson	(2011)

HUMAN RESOURCES BOARD

Kenneth V. Kurnos, Chair	(2011)
Edward DeAngelo	(2010)
Gerald Raphel	(2010)
Randall E. Ravitz	(2009)
Jacqueline J. Young	(2009)

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Kevin Stokes CIO, Chair	
Susan Goldberg	(2011)
Stephanie Leung	(2010)
Ariel Soiffer	(2010)
Tom Wolf	(2010)
Steve Zabak	(2009)

PARK AND RECREATION COMMISSION

John Bain, Chair	(2010)
Clara Batchelor	(2011)
James K. Carroll	(2009)
Daniel Lyons	(2011)
Nancy Madden	(2010)
Nancy O'Connor	(2011)
Robert Simmons	(2009)

PLANNING BOARD

Kenneth M. Goldstein, Chair	(2009)
Linda Hamlin	(2013)
Stephen Heikin	(2010)
Jerry I. Kampler	(2011)
Mark J. Zarrillo	(2012)

PRESERVATION COMMISSION

Sheri Flagler, Chair	(2009)
James Batchelor	(2011)
Dennis DeWitt	(2009)
Elton Elperin	(2011)
Ashling Fingleton	(2009)
Dr. Gary Gross	(2010)
Steven Kanes	(2010)

ALTERNATE MEMBERS:

Bruce Cohen	(2010)
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ALTERNATE MEMBERS CONT'D

Wendy Ecker (2010)
David King (2011)
Linda Leary (2009)

REGISTRARS OF VOTERS

Linda Golburgh (2009)
Andrew J. McIlwraith (2010)
Victoria Whitney (2011)
Patrick J. Ward, Ex Officio

RETIREMENT BOARD

James Riley, Chair (2011)
Gary Altman (2012)
Stephen E. Cirillo (2012)
Robert Ward (2011)
Judith Haupin - Ex-Officio

SOLID WASTE ADVISORY COMMITTEE

Adam Mitchell, Chair (2010)
Danielle Chaplick (2011)
John Dempsey (2011)
Barbara Field (2010)
Steven Ross (2011)
Cynthia Snow (2010)

TRANSPORTATION BOARD

Michael Sandman, Chair (2009)

TRANSPORTATION BOARD CONT'D

Gustaaf Driessen (2010)
Peter Furth (2009)
Brian Kane (2011)
Josh Safer (2011)
Pamela Zelnick (2010)

TREE PLANTING COMMITTEE

Hugh Mattison, Chair (2009)
Marjorie Greville (2008)
Daniel John (2008)

TRUSTEES OF WALNUT HILL CEMETERY

Abbe Cohen, Chair (2008)
Katharine Begien (2008)
Mary Harris (2009)
Donalda Hingston (2007)
Joslin Ham Murphy (2007)
Patricia Ostrander (2009)

NAMING COMMITTEE

Fred Lebow, Chair (2011)
John Bain (2009)
Carla Benka (2011)
Helen Charlupski (2009)
Wendy Ecker (2010)
Harry Friedman (Alternate) (2011)

Miscellaneous Appointments

**AGENT FOR MANAGEMENT
OF REAL ESTATE**

Julia Guida

CIVIL DEFENSE DIRECTOR

Peter Skerry

FENCE VIEWER

Peter Ditto

INSPECTOR OF ANIMALS

Robin Magner
Patrick Maloney

INSPECTOR OF PETROLEUM

Peter Skerry

INSPECTOR OF WIRES

Theodore Steverman

KEEPER OF THE LOCK-UP

Daniel C. O'Leary

**LOCAL MOTHS SUPERINTENDENT OF
INSECT PEST CONTROL**

A. Thomas DeMaio

RIGHT TO KNOW COORDINATOR

Sandra DeBow

MEASURERS OF WOOD AND BARK

William McGroarty
George Carroll

**BOARDS/COMMISSIONS APPOINTED
BY THE BOARD OF SELECTMEN**

Planning/ Development	Administration and Finance	Public Works	Cultural/ Leisure Services	Human Services
Board of Appeals	Board of Assessors	Conservation Commission	Broadband Monitoring Committee	Advisory Council on Public Health
Board of Examiners	Human Resources Board	Solid Waste Advisory Committee	Brookline Access Television	Commission for the Disabled
Building Commission	Registrars of Voters	Transportation Board	Celebrations Committee	Commission for Women
Economic Development Advisory Board	Retirement Board	Tree Planting Committee	Brookline Commission for the Arts	Council on Aging
Housing Advisory Board	Information Technology Advisory Committee	Trustees of Walnut Hills Cemetery	Park and Recreation Commission	Holocaust Memorial Committee
Planning Board	Brookline Naming Committee			Human Relations/ Youth Resources
Preservation Commission				

BOARD OF SELECTMEN ANNUAL REPORT



(L-R) Town Administrator Richard Kelliher, Selectmen Betsy Dewitt, Richard Benka, Chairman Nancy Daly, Selectmen Jesse Mermell and Robert Allen

On May 6, 2008 the voters of Brookline resoundingly approved a Proposition 2 ½ property tax override of \$6.2 million. This was only the second general override voted by the Town since Proposition 2 ½ was adopted in 1980. Not surprisingly, in the months leading up to the ballot question Town affairs were dominated by this issue.

The aftermath of the override also continued to greatly influence Town business. With the emergence of the worst economic decline since the Great Depression the expectations embodied in the override experience took on even greater significance. The Override Study Committee (OSC), which recommended that the Board of Selectmen place the question on the ballot, insisted that long term financial sustainability required much more than a one-year increase in the tax levy. The OSC urged:

- Pursuing Savings in Municipal Operations
- Addressing Unfunded Retiree Costs
- Joining the Group Insurance Commission (GIC) As Soon As Possible
- Holding the Growth in Personnel Costs to a Sustainable Level
- Confronting Long-Term Fiscal Challenges

In addition to very specific actions taken to carry out these prescriptions the Board of Selectmen engaged in the full spectrum of local governance ranging from breaking ground for the St. Aidan's project to revamping Police citizen complaint procedures to issuing an RFP for the long awaited Fisher Hill project to approving a leading WiFi installation along with the usual town activities arising from each Town Meeting, each budget cycle, and every unexpected contingency. In a word 2008 was as challenging as any year in recent memory.



St. Aidan's Groundbreaking

(L-R) Selectmen Jesse Mermell, Chairman Nancy Daly, Bishop Sean O'Malley, Congressman Barney Frank, Lisa Alberghini, Selectmen Robert Allen, Betsy DeWitt and Town Administrator Richard Kelliher

OVERRIDE BALLOT QUESTION

The formulation of the Override Ballot Question itself was quite involved, reflecting the complexity of the town's financial circumstances and the intricacies of the election politics behind any issue resolved through the ballot process. The Board decided to utilize a limited pyramid question entailing two possible outcomes. Under the pyramid method the question which passes with the highest dollar amount, regardless of whether it receives the highest number of votes, is the question that prevails. The actual ballot read:

"Questions 1A and 1B are separate questions. You may vote for or against each or all questions independently. Each question requires a majority of those voting on that question to pass. If more than one question passes, the question with the highest dollar amount will prevail.

1A) Shall the Town of Brookline be allowed to assess a total of \$5,400,000 in additional real estate and personal property taxes for purposes of funding school (\$1,500,000), Police (\$370,000), Fire (\$150,000), and Library (\$80,000) departments; repair and maintenance of School and Town Buildings, parks, street and sidewalks, including sidewalk snow clearing equipment (\$1,500,000); lengthened instructional school day by 20 minutes per day totaling 100 minutes per week (\$1,800,000) for the fiscal year beginning July 1, 2008?

YES _____ NO _____

1B) Shall the Town of Brookline be allowed to assess a total of \$6,200,000 in additional real estate and personal property taxes for purposes of funding school (\$1,500,000), Police (\$370,000), Fire (\$150,000), and library (\$80,000) departments; repair and maintenance of school and town buildings, parks, street and sidewalks, including sidewalk snow clearing equipment (\$1,500,000); lengthened instructional school day by 20 minutes per day totaling 100 minutes per week (\$1,800,000) and world language program for grades K-6 in all elementary schools (\$800,000) for the fiscal year beginning July 1, 2008?

YES _____ NO _____"

On May 6, 2008 the voters approved question 1B by 5,236 votes in favor (54.9%) to 4,305 opposed (45.1%) Question 1A received even more favorable votes, but 1B prevailed because it called for the higher dollar amount.

The complexity of the ballot format reflects the multi-dimensional nature of the financial issues identified as warranting consideration of increased support from the property tax levy. The override allocations were defined along the following lines:

Components of the 2008 Override

Structural Deficit:	Police Staffing	\$260,000
	Fire Overtime	\$150,000
	Police Cruisers	\$105,000
	Libraries	\$80,000
	Schools	\$1,500,000
	Sub-Total Structural Deficit	\$2,100,000
Infrastructure:	Repair and Maintenance	\$500,000
	Open Space	\$250,000
	Streets/Sidewalks	\$750,000
	Sub-Total Infrastructure	\$1,500,000
Schools:	Lengthened Instructional Day	\$1,800,000
	World Languages Program	\$800,000
Total Override		\$6,200,000

Beyond this 4.6% increase in the property tax levy the Override also set in motion a series of initiatives for the Town to carry out the OSC prescriptions for long-term financial stability. Beginning with a Resolution adopted unanimously by the Board on March 11, 2009 for the purpose of “incorporating the recommendations of the OSC into guidelines for employee compensation and benefits and into collective bargaining guidelines for labor contract negotiations consistent with obligations to engage in good faith bargaining” the Board took a series of steps during the remainder of 2008 to implement OSC recommendations.

POST OVERRIDE SUSTAINABILITY INITIATIVES

Efficiency Initiative Committee (EIC) - On June 24, 2008, the Board appointed the following members:

- Selectman Richard Benka - Chairperson, Retired Partner, Foley Hoag LLP
- Samuel Batchelder, Jr. - Retired Partner, Goodwin Proctor LLP
- Linda Carlisle - Principal for the Carlisle Group, former Commissioner of the Massachusetts Department of Social Services in Boston
- Lloyd Dahmen - Co-chair of Override Study Committee; former partner, AlphaMetrics Capital Management
- Josette Capriles Goldish - Former Senior Industry Analyst, Fleet Bank, and Vice President of Finance and Administration, Xenergy, Inc.
- Alan Morse – Member of School Committee; former Chairman of United States Trust Co.; former Commissioner of Banks
- Roberta Ornstein – Member of the Advisory Committee; Director, New England Realty Associates Limited Partnership
- Peg Senturia – Independent Organizational Consulting, former Senior Consultant and Manager of Quality and Strategic Planning, Organizational Dynamics, Inc.

The Committee presented its final report to the Board of Selectmen on February 3, 2009. The Committee offered more than 50 recommendations entailing the potential for more than \$2.5 million in possible budgetary savings in the following areas:

Sub-Cmte	Issue	Est Short-Term Savings - Low-End	Est Short-Term Savings - High-End
Consolidation	Human Svcs Admin	\$50,000	\$55,000
	Bldg Dept Admin/Insp	\$55,000	\$86,000
	Help Desk	TBD	TBD
	Fire Call Boxes	\$69,000	\$69,000
	Vehicles	TBD	TBD
	Bi-Weekly Payroll/Direct Deposit	\$30,000	\$30,000
	Library	\$57,000	\$114,000
	Planning and Community Devel	\$170,000	\$170,000
	Golf Course mgmt	TBD	TBD
Sub-Total		\$431,000	\$524,000

Sub-Cmte	Issue	Est Short-Term Savings - Low-End	Est Short-Term Savings - High-End
Privatization	Solid Waste/Yard Waste Collection	TBD	TBD
	Street Sweeping	\$53,000	\$53,000
	Grounds Maintenance	TBD	TBD
	Fleet Maintenance	TBD	TBD
	Parking Meter Collection (Civilianize)	\$62,000	\$72,000
	Parking Tix Admin	\$50,000	\$110,000
Sub-Total		\$165,000	\$235,000
Public Safety	Police Civilianizing (IT, Crime Analysis)	\$136,000	\$136,000
	Fire Staffing	\$1,400,000	\$1,400,000
	Fire Training	TBD	TBD
	Fire Prevention	\$100,000	\$100,000
Sub-Total		\$1,636,000	\$1,636,000
TOTAL		\$2,232,000	\$2,395,000

A number of these recommendations were adopted in the FY2010 Financial Plan. The Board also took steps to advance the recommendations through the issuance of RFP's and through collective bargaining proposals. It is expected that pursuit of EIC recommended initiatives will be continued for years to come.

OPEB Task Force – On April 8, 2008 the Board of Selectmen adopted the following resolution concerning the Town's unfunded retiree group health obligation technically called OPEB (Other Post Employment Benefits).

WHEREAS, the Town's Other Employment Benefits (OPEB) liability is between \$200 million - \$300 million, and

WHEREAS, health insurance costs for retirees is projected to grow from approximately 35% of the current group health budget to nearly 50% in 5 years, and

WHEREAS, the Town's ability to address its OPEB liability is key to its long-term sustainability, and

WHEREAS, the Final Report of the Override Study Committee stated that "retiree health is going to place enormous strain on the budget", and

WHEREAS, the major bond rating agencies are increasingly expecting governments to develop a plan to manage the OPEB liability.

NOW, THEREFORE, the Board of Selectmen hereby establishes an OPEB Task Force to undertake a complete analysis of options for reducing and/or funding the Town's OPEB liability. The Task Force shall develop a comprehensive plan to address the issue, with the overriding goal being to substantially reduce OPEB liabilities while preserving affordable, comprehensive coverage options for retirees. Members of the Task Force shall be the following:

Board of Selectmen (1)
Audit Committee (1)
Advisory Committee (1)
School Committee (1)

Union Representation (1)
Retirement Board (1)
Residents (3)

On June 24, 2008 the Selectmen appointed the following individuals as the members of the OPEB Task Force:

Selectman Nancy Daly, Chairperson
Oliver Buckley – Resident Member
Graydon M. Clouse
Jody Curran - BEU President
Susan Wolf Dittkoff – School Committee
Gregory Grobstein – Audit Committee
Bobbi Kaplan – Resident Member
Mark Manin - Resident Member
Thomas Reed – Resident Member
Chet Reilly, Chair Retirement Board
Len Weiss, Advisory Committee

The Task Force divided its work among the members of two sub-committees – one to explore funding strategies and the other to examine cost containment possibilities. The Funding Sub-committee is recommending a series of actions that could bring the Town to full funding in 30 years. The FY10 Financial Plan incorporated one of the key funding recommendations that appropriations start at \$250,000 and increase by \$250,000 each year over the 30 year funding period. The work of the Cost Containment Sub-Committee carried beyond the close of 2008. The Sub-committee's recommendations, however, are expected to include concepts such as employee contributions similar to those for health insurance; change in benefit eligibility rules; and modifications in benefits themselves such as group health plan design.

In 1998 Special Legislation was enacted for the Town to create a Retiree Health Trust Fund. In FY2000 the Town began to set aside funding on an intermittent basis, and to date has accumulated more than \$5 million. The language of the Trust identified the Town's Finance Director as the custodian of funds. The legislation that created this trust fund pre-dated the Government Accounting Standards Board (GASB) #43 regulation. This regulation identified the "best practice" to have OPEB funds controlled by an independent autonomous board. In June 2008, the Town took steps to convert the existing Trust Fund to conform to GASB #43, authorizing Special Legislation to create an autonomous board to control the funds.

Although the OPEB Task Force has not yet completed its work, it is anticipated that its recommendations could, if adopted, offset this sizable unfunded obligation. The updated actuary analysis has identified a liability in the range of \$230 million to \$343 million, depending upon the rate of return estimates on existing funding. Adding \$250,000 annually to the Financial Plan would generate funding of more than \$116 million over a 30 year period. The effect of compounded interest on our rate of return would further aid in fully funding the obligation. Obviously this funding approach is not a complete solution, but in conjunction with other potential Task Force recommendations, if formally proposed and adopted, it could serve as a critical component to meeting both OPEB obligations and GASB regulations.

Group Health Change - The Board of Selectmen has taken several key steps over the past 18 months to advance the GIC option or equivalent group health change. After accepting Section 19 of G.L.c 32B, the Board authorized coalition bargaining for group health which is currently the only statutorily allowed procedure for joining the GIC. In conjunction with the union Public Employee Committee (PEC), established under Section 19, the Board chose a new group health insurance advisor – Longfellow Benefits – and issued an RFP for the most current rate information from the insurance industry, the GIC and other government purchasing consortia. The Town's RFP process in 2008 revealed the potential for premium savings from joining the GIC at more than \$4 million, 75% of which could be for the town budget and 25% for reduced employee contributions. Employee premium savings could in the aggregate offset exposure to increased employee out-of-pocket costs.

In an admittedly tight timeframe, the Town and PEC could not come to agreement by the initial GIC deadline of October 1, 2008. However, the Legislature subsequently extended the deadline to December 1st. After further negotiations over both the GIC and other options, agreement could still not be reached with the PEC. In fact, only two municipalities in the state joined during this extended period. On a cautionary note, it is important to recognize that many of the communities that have joined the GIC have done so only after agreeing to recycle rate savings back into increased contributions to premium, thereby dissipating some of the potential positive effects on both current costs and future obligations.

In light of the overall lack of progress statewide, there have been many calls to change the legislation governing the process for opting in to the GIC. Cities and towns, however, should not bank in the near-term on statewide legislative change to resolve this situation. This further reinforces the need for the Town to proceed in accordance with the overall bargaining guidelines outlined. If the group health “budget buster” can not be controlled directly, then other areas of the total personnel costs must be constrained accordingly.



Medal of Valor Recognition
(L-R) Fire Chief of Operations Michael J. O'Reilly, Firefighter Stephen M. Nelson, Lt. Paul R. Pender, Firefighter Frederick C. Johnston, Chief Peter E. Skerry, and (front) Firefighter Gerald J. Murphy with Selectmen

Collective Bargaining – Central to OSC sustainability recommendations is the premise of “Keeping the Growth Rate of Current Employee Compensation at a Sustainable Level”. The OSC found that the Town’s growth rate for core revenues on average are to be between 3.5% and 4/0% over the long-term. Collective bargaining agreements should be measured against this benchmark.

The town settled all its open labor contracts in 2008. The May, 2008 Annual Town Meeting approved funding for agreements with AFSCME Local 1358 and IAFF Local 950. The Special Fall Town Meeting approved funding for the agreement with Brookline Police Union Local 1959.



Police Department promotes Officer Robert Murphy to Sergeant

Each of these agreements was settled within the sustainability guidelines of the OSC. The Local 950 settlement is illustrative. Wages were increased 8% over a three year period. Total base compensation increased 8.9% taking into adjustments made for peripherals.

Taking into account the group health plan design changes negotiated on 2007 and the contract costs over the two years following the OSC Report, the total compensation adjustment fell within the 3.75% target set by the OSC. Over the course of FY08 and FY09 total benefits increased 7.3%, slightly below the 7.5% (3.75% x 2) OSC 3.75% annual benchmark.

Maintaining a Sustainable Growth Rate for Salaries

Assumptions		Affordable COLA if annual growth rate for group health costs is:				
Revenue Growth Rate	Growth Rate of Non-Personnel Spending	6%	8%	10%	12%	14%
<i>Base case</i>						
3.75	3.75	3.2	2.6	1.8	1.0	0.0
3.75	2.50	3.8	3.2	2.5	1.7	0.7
<i>Sensitivity analysis</i>						
3.00	3.75	2.2	1.6	0.8	0.0	-1.2
3.00	2.50	2.5	1.8	1.1	0.1	-0.9
4.00	3.75	3.5	2.9	2.2	1.3	0.3
4.00	2.50	4.2	3.6	3.0	2.2	1.2

Notes: Calculations aim to keep total town and school general fund spending growing at the same rate as revenue growth. The sustainable COLA falls from year to year as health costs become a larger fraction of total compensation. The numbers in this table represent the affordable COLA for FY14 which is meant to represent the average affordable COLA for the coming decade.

The Board commends the unions and Town negotiating team for this kind of collaborative effort reflecting fiscal realities which provide equitable compensation adjustments for employees and their families.

BEYOND THE OVERRIDE

Beyond the activities leading up to the Override and the financial sustainability efforts undertaken in its aftermath the Board pursued many far-reaching initiatives addressing a range of current and future needs. Among these efforts were the Citizen Complaint Review Committee (CCRC); Fisher Hill Committee; Parking Committee; Pay as You Throw Committee; and the Climate Action Committee.

Citizen Complaint Review Committee - The CCRC had quite an extensive charge which can be accessed through the homepage of the Town website www.brooklinema.gov. The members of the Committee appointed on February 5, 2008 were:

Patrick J. King – Chairman – Arbitrator and Mediator. Retired Justice of the Superior Court.

Ruth Ellen Fitch – Co-Chair – President and CEO of Dimock Community Health Center, retired Partner of the Palmer and Dodge law Firm.

Dean Denniston, Jr. – Former Director, Office of Civil Rights and Equal Opportunity, Massachusetts Executive Office of Health and Human Services.

Elena Fernandez – Worldwide Communications Manager for IBM and former member of the Governor's Hispanic Commission.

Bernard Greene – Associate General Counsel for Treasury Financial Operations, Office of Massachusetts State Treasurer Timothy P. Cahill.

Douglas Louison – Attorney specializing in Police representation with the law firm of Louison, Costello, Condon and Pfaff, LLP.

Martin Rosenthal – Trial Attorney, former Selectman and Co-Author of 1987 “Report on Police & Community Relations”.

Robert Ullmann – Partner, in the Litigation Department of the Law Firm of Nutter, McLennen & Fish, former Assistant United States Attorney.

Dr. Ed K. Wang – Co-Chair Brookline Human Relations Youth Resources Commission.

The Selectmen appointed the CCRC in response to how a citizen complaint arising out of an incident at Town Hall in May, 2007 was handled. The Committee’s mandate was to study the effectiveness of the Police Policy Manual concerning the Process for Discipline and Selectmen Review and to make recommendations to improve it. The Committee analyzed all complaints over the last 12 years; any case alleging discrimination or excessive force over the past five years; and all complaints appealed to the Board since 2000.

After nearly a year’s work, including two public hearings, the Committee presented its report in January 2009. The Committee proposed over twenty recommendations covering (i) improvements in the complaint, investigation, and appeal process; (ii) training of public officials; (iii) increasing public awareness of policy and procedures. The Board appreciates the comprehensive and thorough work of this Committee. Recommendations are expected to be considered and adopted by the Board in the coming year.

Parking Committee – This Committee was established by the Board on July 15, 2008 to examine how the Town might maximize the effective and efficient use of on and off street parking resources for the mutual benefit of local businesses, residents and visitors. The Committee was charged with conducting a comprehensive review of policies and regulations related to parking other than overnight parking. The members of the Committee are:

Selectman Jesse Mermell, Chairperson
William Schwartz, Co-Chair
Hsiu-Lan Chang, Business Representative
Peter Furth, Transportation Board
Steve Heiken, Housing Advisory Board
Jerry Kampler, Planning Board
Sean Lynn-Jones, Advisory Committee
Werner Lohe, Conservation Commission
Hugh Mattison, At Large Member
Linda Pehlke, At Large Member
Al Raine, At Large Member
Michael Sandman, Transportation Board
Paul Saner, EDAB
Myra Trachtenberg, At Large Member

The Parking Committee divided its work into two subcommittees: one for public parking and the other for regulatory purposes. The Regulatory Subcommittee is examining parking requirements in the context of Town zoning regulations with primary focus on identifying avenues to encourage private parking supply in rational relations to rapid transit services. This has required an extensive amount of private parking data collection that has never been assembled before. It has entailed a first-ever survey of parking resources available at large residential buildings.

The Public Parking Subcommittee is concentrating on potential enhanced management of parking on public spaces. Among other efforts it is examining meter rate pricing; meter hours; the experience of the commercial parking program established in 2007; and expanded overnight rental possibilities on both public and private locations.

The full Committee has been meeting monthly since its inception with the two subcommittees meeting even more frequently. The full Committee is expected to present its findings and recommendations in FY10.

Climate Action Committee – On April 29, 2008 the Board voted to establish a Committee to Monitor Implementation of the Local Action Plan on Climate Change. This vote was taken in response to an article on the 2008 Annual Town Meeting Warrant for this purpose. What was ultimately named the Climate Action Committee (CAC) was assigned the following responsibilities per the Town Meeting vote:

1. to recommend programs that reduce the net production of greenhouse gases in Brookline, such as energy efficiency measures, green energy sources, and additional greenspace;
2. to monitor, measure, and assess efforts of the Town to reduce net greenhouse gas emissions;
3. to monitor promising relevant programs in other municipalities;
4. to monitor relevant technology developments;
5. to serve as liaison between the Town and the public with regard to information and programs related to reducing net production of greenhouse gases;
6. to report annually to the Annual Town Meeting and to report from time to time to the Board of Selectmen, the Town Administrator, and public; and
7. such other responsibilities as may be determined from time to time by the Board of Selectmen.

Appointed by the Board as members of the Committee are:

Selectman Jesse Mermell, Chairperson	Josh Safer, Transportation Board
Corey Bergeron, Citizen Representative	Michael Shepard, Building Commission
Mary Dewart, Citizen Representative	Carol Sandel, Chamber of Commerce
Jon Cody Haines, Citizen Representative	Jim Solomon, Citizen Representative
Werner Lohe, Conservation Commission	Rebecca Stone, School Committee
Patricia Maher, Advisory Council on Public Health	Don Weitzman, Co-Chair, Advisory Committee
Linda Pehlke, Citizen Representative	Designee
	Mark Zarrillo, Planning Board

The Committee has divided its work into five Sub-Committees for Land Use/Transportation; Funding, Finance, Policy and Legislation; Buildings; Communications/Education; and Measurement/Goals. The Committee's work is ongoing and the Committee itself could eventually become codified in the Town By-laws.

Fisher Hill Project Selection Committee - In January 2007, the Board of Selectmen appointed the Fisher Hill Town Reservoir Planning Committee, with the charge to develop guidelines and performance criteria for a Request for Information (RFI) from potential developers. The RFI was issued in October, 2007. The Committee reviewed developer responses, and continued to advise on drafting the final Request for Proposals (RFP). Work on the RFP draft began in January 2008 and it was issued on September 30, 2008. A single proposal was received by the deadline of 2 PM, December 16, 2008.

A three-stage process for the selection of a developer and disposition of the site was included with the RFP.

- Selection, Letter of Intent and Town Meeting 2/3 Vote on zoning and land disposition
- Land Disposition Agreement/Town Regulatory Process following Zoning Bylaw
- Construction Oversight Committee

A Project Selection Committee (PSC) consisting of nine (9) members was appointed by the Board on February 3, 2009. The PSC is comprised of individuals and neighborhood representatives with professional expertise in such areas as Real Estate Law, Real Estate Development, Housing Finance (including affordable housing) and Project Management Committee members are:

Selectman Betsy DeWitt, Chairperson
Alan Einhorn, Attorney
Pam Lodish, Project Manager, Real Estate and Facilities
Gill Fishman, Real Estate Development
David Trietsch, Affordable Housing & Community Development
Kathy Spiegelman, Planning
Paul Saner, Finance
Janet Fierman, Attorney, Member of Building Commission
Sergio Modigliani, AIA, At Large Member, Architect

The charge to the Committee is to review proposals in response to the RFP, advise staff and the Selectman-in-charge regarding negotiations, suggest refinements to the plan and program, if any, within the context provided by RFP, and recommend a Developer for the Town Site to the Board of Selectmen. Chief Procurement Officer David Geanakakis officially convened the PSC to review the single proposal and evaluate it according to the goals of the RFP. The PSC will make a recommendation to the Board to accept/reject the proposal. The Board greatly appreciates the ongoing efforts of the members of this Committee, many of whom have volunteered their time in a number of capacities since the inception of this planning process.

Pay As You Throw Committee – On the basis of the recommendation of the Solid Waste Advisory Committee, the Board on July 15, 2008 appointed the following members of the Pay As You Throw Study Committee to analyze that curbside collection/recycling method for consideration by the Town. The appointed members are:

Selectman Jesse Mermell, Chairperson
Peter Ames, Council on Aging
Ron Brown, Multi Unit Building Owner
John Dempsey, Solid Waste Advisory Committee
Sean Lynn-Jones, Neighborhood Alliance
Robin MacIlroy, Homeowner
Adams Mitchell, Solid Waste Advisory Committee
Don Weitzman, Advisory Committee
Tom Vitolo, Multi Unit Building Tenant

Over a seven month period the Committee met regularly to review the experience of other Massachusetts communities that have adopted PAYT; to hear from state officials and others knowledgeable in the field; and identify the many questions and possible answers that could be involved with such a change.

On January 27, 2009, the Committee presented its report to the Board of Selectmen. The Committee urged consideration of a revenue neutral program with economic and environmental incentives to bring more equity to solid waste fees. The Committee identified potential benefits in the form of overall waste reduction, reduced disposal costs, waste prevention; increased recycling; and consistency in budgeting. Some potential barriers are the risk of illegal dumping; cost recovery; multi-family housing logistics; increased administrative costs.

Supporters of the PAYT concept drafted an Article for the 2009 Annual Town Meeting warrant for consideration of possible implementation of a PAYT program. In the form of a resolution, the Article urges that the Selectmen adopt a two-tiered PAYT program prior to the end of the 2009 calendar year.

The Board is deeply grateful to the members of the Committee for their time and effort on behalf of the Town.



**Police Department promotes Officer Robert P. Lawlor to Sergeant
and Sergeant Andrew Lipson promoted to Sergeant**

CONCLUSION

On May 6, 2008 the Board of Selectmen marked a transition within its own membership. With the annual election held on that date Selectman Gil Hoy completed his third three-year term on the Board. Selectman Hoy was directly involved in many community service matters including cable television licensing, commercial areas, and support for persons with disabilities. He was particularly engaged with issues involving citizen participation and community involvement in government affairs.

Selectman Dick Benka replaced Gil Hoy. Selectman Benka was welcomed to his first Board meeting on May 13, 2008. Since his election to the Board he has been heavily engaged in matters concerning fiscal policy and organizational efficiencies.

Toward the conclusion of 2008 the Board Chairman conducted a performance evaluation on behalf of the full Board of the Town Administrator. After both he and the Board expressed interest in his reappointment, the Board voted to appoint him to another three-year term. The reappointment vote was taken on January 6, 2009 for the period from July 1, 2009 through June 30, 2012. The Board noted the respect that the Town Administration continues to receive both inside the Town and in external relations. Both Town Administrator and Selectmen pointed to the professionalism of the Department Heads whose efforts are indispensable for any of the success the Town might achieve.



Flag Day Festivities



TOWN ADMINISTRATOR

Richard J. Kelliher



In December of 2008 Town Offices began the long anticipated move back to Town Hall. After 18 months of temporary quarters in the Old Lincoln School and other locations the 12 departments and 154 employees who conduct municipal business on behalf of the citizens of Brookline returned to the Town's seat of government. The Town Hall renovation project – some 15 years in the making – was finally completed on schedule and within budget.

The last month of 2008 also marked the conclusion of a year when our economy fell into what has been characterized by some as the Great Recession. The nation more than doubled its unemployment rate, saw unprecedented foreclosure notices, lost trillions in asset value of all types, and began a federal recovery initiative likely to be the most far reaching in our nation's history. The heretofore arcane parlance of derivatives – collateralized debt obligations and credit default swaps – become part of our every day language.

For local government the practical consequences of the economic distress that cascaded in 2008 have become painfully obvious. The structural budgetary imbalance that has long been endemic throughout Massachusetts municipalities and which was so graphically illustrated by the Town's Override Study Committee, (OSC) was dramatically compounded by the economic decline.

- The Override Study Committee documented that since the beginning of the decade Town expenditures exceeded core revenues by 12% on average.
- In FY08 the Town had to overcome a \$3 million deficit through a combination of cuts, efficiencies, and fee/fine increases exceeding \$1.2 million including a refuse fee increase of more than 20%.
- For FY09 the override approved in May 2008 included \$2.1 million to cover operating budget deficits and \$1.5 million to bring current commitments to capital improvements and maintenance.
- Due to the onslaught of the economy in 2008 the Town began planning for a record \$4 million FY10 operating budget deficit.

FY10 budget preparations were substantially underway well before the conclusion of 2008. An across the board hiring freeze was recommended to the Selectmen in October, the earliest time ever in the Town's fiscal cycle – adopted by the Board on the 21st of that month. In November the Board approved my recommended Early Retirement Incentive Program which provided our budget planning with additional flexibility. And in December, the Selectmen were presented with the annual comprehensive financial forecast which detailed the causes of the emerging deficit.

FY2010 DEFECIT

Additional Operating Revenue (Prior to proposed fee increases)	\$2.7 million
Town/School Collective Bargaining, Steps	-\$2.4 million
Group Health Insurance	-\$1.2 million
Other Benefits, including OPEB's	-\$1.0 million
Other School (e.g., SPED, class size growth, program)	-\$1.8 million
Other	-\$0.3 million
Projected Deficit	-\$4.0 million

As a result of these actions, formulation of the FY10 Financial Plan proceeded with the following objectives guiding its preparation.

- No layoffs; personnel reductions through attrition or other means
- Curtailment of functions without elimination of essential services
- Hold harmless capital/maintenance allocations included in the override
- Adopt EIC and OPEBs Task Force recommendations where feasible.

The hiring freeze and retirement incentive together provided invaluable flexibility to achieve these objectives. By the time the Annual Financial Plan was submitted over 40 vacancies had occurred, 13 of which resulted from the ERI. In addition, the Report of the Efficiency Initiative Committee proved invaluable in influencing expectations and in identifying tangible options for FY10 budget actions. In summation, the FY10 budget deficit was eliminated through cutting capital and increasing fees (approximately \$ 1 million combined); reducing projected school budget increases by nearly \$2 million; and cutting Town departmental budgets by \$1 million.

In total 56 FTE Town/School positions were proposed for FY10 elimination. For the Town this would bring the net reductions in town departmental positions to 4% going back to FY07. Prior to this downward trend the Town had adhered to a "no new net positions policy" for more than a decade. In other words after strictly controlling the size of the municipal workforce since the 1994 override, the Town began a downward direction in total personnel. Police patrol strength will be at its lowest level since 1995 along with Fire and DPW staffing which are at their lowest levels since World War II.

Because municipal services are so inherently personnel reliant the Town must be extremely measured in its management of this long term trend. For example a gradual, planned approach is obviously preferable to precipitous decline. Greater use of technology and revamped approaches to the deployment of resources will be required. Most of all a "community conversation" will at some point be necessary to ascertain the level of services the community will abide. Not an easy undertaking in any municipality, especially in a Town like ours. However, without community consensus the best laid plans will have difficulty succeeding over time.

Whatever the overall long term approach, three essential factors will need to be integrated into Town efforts. First, the recommendations of the Efficiency Initiative Committee must be considered. Second, a strategy for addressing unfunded retirement obligations including what are called OPEBs (other post employment benefits, mostly retiree group health costs) needs to be adopted. And third a successful conclusion of the effort to impose a comprehensive solution for current group health costs for both actives and retirees must be achieved.

Efficiency Initiative Committee (EIC) Recommendations – The EIC was appointed by the Selectmen in June 2008 and submitted its report on February 3, 2009. The Committee developed over 50 separate recommendations for the examination of possible budget savings. A number of these concepts were incorporated into the FY10 Financial Plan including civilianization of Fire prevention and parking meter collection duties; consolidation of Fire and Public Works wires maintenance functions; and certain public safety staffing

reductions. The Town will need to develop a long term process for the implementation of other EIC recommendations for future budgets.

OPEBs Task Force - The cost of unfunded retirement obligations looms larger than ever over public sector finances at all levels of government. The OSC urged that the Town adopt a strategy for funding retiree group health obligations, or OPEBs. For this reason the Selectmen appointed the OPEBs Task Force. The proportions of unfunded retirement obligations expanded dramatically in 2008 when Brookline pension funds lost over \$60 million in the down-market or 28% of its value. The pension fund undergoes a valuation update every two years which will next occur as of January 1, 2010. Even assuming no further value losses during 2009, millions on additional funding will be required to bring pension accounts up to the levels necessary to meet statutorily mandated deadlines for fully funding the system. This need is arising at the very time the Town must implement an OPEBs strategy to address unfunded retiree group health costs which have been most recently estimated in the \$200 -\$300 million range.

Group Health Change – Any long term strategy must also attack the stranglehold that group health costs for current employees and retirees imposes on Town finances. Not only does this budget buster interfere with the provision of essential health, safety and education services, but available capacity freed up from reducing costs in this area could be earmarked at least in part for the long term unfunded obligations described above. As outlined in the report of the Human Resources Office the Town has been actively engaged in this effort with the Public Employee committee. In 2007 the Board of Selectmen accepted Section 19 of G.L.c 32B which requires that coalition bargaining be followed in order to join the Group Insurance Commission. The GIC became an available option for cities and towns as part of the Municipal Partnership Act adopted in 2009. In 2008 the Town and PEC collaborated in the issuance of an RFP to gauge how the private insurance market compares to GIC costs. As a result it was estimated that over \$4 million in premium savings could be realized. Agreement between the Town and PEC was not reached in 2008, but both have agreed to re-commence negotiations much earlier in 2009.

SENIOR MANAGEMENT TEAM

No matter how well planned the efforts of municipal government, without capable professionals to lead department operations the best laid strategies can suffer setbacks that result from high profile controversies or lack of community confidence. Brookline has been long blessed with a talented and motivated leadership team and the turnover that occurred in 2008 only reinforced that trend. Five key positions transitioned in 2008 and the town had the good fortune to have available to it first rate replacements that will only help advance the Town's agenda even further.

Building Commissioner – On April, 2008 the Board of Selectmen appointed former Zoning Administrator Michael Shepard as Building Commissioner. Commissioner Shepard had been named in 2006 as Zoning Administrator, which was a new position established to aid in the overall conduct of Town's zoning affairs. Before coming to Brookline Mike was the Building Commissioner for the Town of Hopkinton. Assisting with the selection process was a Screening Committee which brought considerable community and professional experience to bear on the recommendation process to replace outgoing Commissioner Jim Nickerson who retired on March 31, 2008. I very much want to thank the Screening Committee members for their efforts:



Nancy Daly	Selectman Chair
Janet Fierman	Building Commission Chair
Carla Benka	Advisory Committee Member
Gary Moccia	Boston Asst. Commissioner/Inspector of Bldgs.
Howard Levine	Boston College School of Law
Sandra DeBow	Human Resources Director
Jennifer Dopazo	Town Counsel
Richard Kelliher	Town Administrator



Julia Guida
Assistant Treasurer/Collector

Assistant Treasurer/Collector – Also retiring in 2008 after nearly 40 years of service to the Town was Deputy Collector/Treasurer John Mulhane. Fortunately, the Finance Director was able to identify a wonderfully suitable replacement in the City of Cambridge Finance Department. Ms. Julia Guida had 3 years of progressively responsible municipal experience prior to her role here in Brookline. Prior to joining the City of Cambridge, Julia worked in the Finance Department of the Sierra Club at their headquarters in San Francisco.



Michael O'Reilly
Chief of Fire Operations

Chief of Fire Operations – In 2006 the Town officially established this formal second-in-command position for the Fire Department. Deputy Chief Michael O'Reilly was appointed to this position by the Board of Selectmen on April 29, 2008 upon the recommendation of Fire Chief Peter Skerry. Chief of Operations O'Reilly has served the Brookline Fire Department for 27 years, distinguishing himself in all aspects of Department functions including suppression, training and administration.



Kara Brewton
Economic Development Director

Economic Development Director – After almost a full year's hiatus in the permanent position of Economic Development Director, the Board of Selectmen named Kara Brewton to the position on October 14, 2008. Ms. Brewton emerged as the leader in the candidate field spanning two separate application cycles involving over 15 applicants. She had been employed as a private sector development specialist before coming to the Town. During the course of the screening period the Board decided to formally integrate the Economic Development Office into the Planning and Community Development Department in order to better take advantage of economies of scale. Also for much of the screening period Commercial Areas Coordinator Marge Amster stepped up as Acting Director. Her willingness to do so is deeply appreciated. The Screening Committee members were:

Selectmen Jesse Mermell	Robert Sperber, Chair EDAB
Anne Meyer, Co-Chair EDAB	Paul Saner, Member EDAB
Jeff Levine, Planning and Community Development Director	
Richard Kelliher, Town Administrator	

On April 15, 2008 the Town appointed Patricia Correa as Associate Town Counsel, replacing George Driscoll who had served the Town for more than two decades as an Attorney and Police Officer. Attorney Correa was the Director of the Disability Rights Project in the Civil Rights Division of the Attorney General's office. She had been in the Attorney General's office for 10 years before joining the Town. Ms. Correa is a graduate of Yale University and New York University School of Law.



Patricia Correa
Associate Town Counsel

CONCLUSION

I think I can speak for all Town Hall employees in saying that its “good to be home” at 333 Washington Street. The refurbished spaces are functional and customer friendly. Town Hall staff has uniformly expressed the opinion that serving the citizens of the Town has been improved by the change. Not only do building operating costs appear to be significantly less, but meeting spaces are more plentiful and office configuration is easier for the public to navigate. We are deeply appreciate of the willingness of the Selectmen, Advisory Committee, Town Meeting, and ultimately the taxpayers see through the long term commitment to provide what is expected to be another four decades of a functional Town Hall of which the community can remain justifiably proud.



2008 Employee Barbecue and Softball Tournament

I personally want to acknowledge the Selectmen's Office staff who strive mightily each day to respond to the needs of Brookline citizenry. No matter what the question, request, or challenge, Brenda Costello, Kate MacGillivray and Sile Hurrie led by Assistant to the Town Administrator Patty Parks rise to the occasion. This has been particularly the case with the temporary quarters at the Old Lincoln School and the relocations both back and forth. Staff worked very hard to minimize the unavoidable public inconveniences that can arise in such a situation. I am especially grateful for the work of the best budget writing team in Massachusetts Town government – Sean Cronin and Melissa Goff. This past year they once again demonstrated what talent, experience and perseverance can produce. With them and all of the town employees we look forward to meeting the challenges that will undoubtedly continue in our collective efforts to provide quality services to everyone who resides, works and visits the Town of Brookline.

Finally, I thank the Board of Selectmen for the confidence they have shown in me by unanimously voting my reappointment effective July 1, 2009. Their support and insistence upon excellence is essential to the ability of the Town Administrator to function in accordance with the provisions of the Enabling Act. It seems each year brings new challenges to the municipal landscape and a deep sense of shared mission between the Board and Town Administration is vitally important for the effective conduct of Town affairs.

TOWN MODERATOR

Edward (Sandy) Gadsby

Town Meeting is alive and well in Brookline. Here is a brief summary of the highlights of our two 2008 Town Meetings.

The principal business of the May Annual Meeting, as usual, consisted of consideration of the Advisory Committee's \$199 million budget for fiscal year 2008-2009. The most controversial budget item was a proposed new Radio Frequency Identification (RFID) system for the Library, in which the proponents of the system ultimately prevailed. Other matters that generated substantial debate included the parking requirements for the new office and lab building to be constructed by Children's Hospital on its Brookline Village property and a resolution relating to the Police Department Citizen Complaint Review Committee. In keeping with Town Meeting's tradition of taking positions on matters of national and global importance, resolutions concerning global warming and other ecological issues were also adopted.

The Fall Town Meeting was dominated by regulatory issues, including passage of a comprehensive new noise control by-law, authorization of home rule legislation permitting the Town to sell taxi medallions, approval of a system for permitting larger daycare facilities and rejection of the down-zoning of a number of North Brookline residential properties. In addition, the RFID system survived another challenge and Selectmen's healthcare benefits were prospectively eliminated. All of these matters were vigorously debated.

Attendance and participation in Town Meeting debates remained at the high level to which we have been accustomed. This year was the first in which the new ballot voting system was employed. There were two votes taken by ballot and, while the process was not as smooth or expeditious as had been hoped, voting in this manner should improve accountability and the transparency of our Town Meetings in the future.

With the submission of final reports by the Snow Removal and County Participation Moderator's Committees, this is the first time within memory that there is no such committee active. Special thanks are due to David Cotney, who re-mobilized the Committee on County Participation and prepared a comprehensive report to Town Meeting.

The Town also owes its usual gratitude to the Committee on Town Organization and Structure and Advisory Committee, ably chaired respectively by Jean Berg and Harry Bohrs, for their hard work and productive contributions to Town governance.

ADVISORY COMMITTEE

Harry K. Bohrs, Chair

Organization and Function

Massachusetts General Laws, Chapter 39, Section 16 states that "every town whose valuation for the purpose of apportioning state tax exceeds one million dollars shall, and any other town may, by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions...."

The Brookline Advisory Committee, in accordance with Town by-laws, shall consist of not fewer than 20 nor more than 30 established registered voters of the Town. At least one elected Town Meeting Member is appointed from each of the sixteen precincts, plus up to eight additional Town Meeting members and up to six members-at-large. This makes the Brookline Advisory Committee one of the largest of such committees in the Commonwealth. The Brookline Advisory Committee is somewhat unique in that it functions not only as a Finance Committee, but also as an Advisory Committee. As such, it advises the Town through its recommendations to Town Meeting on all matters ranging from Town finances and re-zoning to capital projects and collective bargaining in order to meet the specific needs of the community. The Advisory Committee reports to Town Meeting with its written recommendations on such matters in the printed warrant that is mailed to all Town Meeting members. The Advisory Committee is the only

authority that may approve transfers from the Reserve Fund, which is established to deal with unforeseen or emergency expenditures.

The Chair of the Advisory Committee appoints each member to serve on a subcommittee, working closely with members to determine which subcommittee will best suit their background and interest. The Chair selects a member from each subcommittee to serve as its Chair.



Advisory Committee

Advisory Committee Subcommittees

Below is a listing of current subcommittees with the areas to which each is responsible and its Chair:

Administration and Finance: Advisory Committee, Conditions of Appropriation, Debt and Interest, Finance, Information Technology, Selectmen, Town Clerk, and Unclassified. (Chaired by Michael Traister)

Capital: Building, Capital Improvements Program, Public Works, and Recreation. (Chaired by Carla Benka)

Human Services: Council on Aging, Health, Human Relations-Youth Resources, Library, and Veterans' Services. (Chaired by Estelle Katz)

Personnel: Collective Bargaining, Human Resources, and Personnel Benefits. (Chaired by Harry Bohrs)

Planning and Regulation: Legal Services, Planning and Community Development, Zoning. (Chaired by Neil Wishinsky)

Public Safety: Police and Fire. (Chaired by Janice Kahn)

Schools: (Chaired by Leonard Weiss)

2008 Issues

In 2008, the Advisory Committee considered a broad array of financial and other issues on behalf of Town Meeting. The Advisory Committee met 43 times to prepare its recommendations for the Annual Town Meeting and the Special Town Meeting. In addition, the subcommittees met more than 46 times to hold public hearings (as well as numerous on-site visits to assess special projects throughout the town), which enabled both supporters and opponents of various issues to express their views. The subcommittees reported to the full Advisory Committee to allow the Advisory Committee to take into account fully public sentiment and pertinent information in its final discussion and decision-making process.

The Advisory Committee spent approximately three months crafting its version of the Town's FY09 Budget. From mid-February through mid-May, the full Committee met twice a week to hear and discuss subcommittee recommendations. Throughout this process members collected and analyzed information from numerous sources. The Committee listened to the requests and concerns of boards and commissions, Town officials and citizens, balanced these views, and prepared and submitted to Town Meeting a detailed budget recommendation in the form of the annual appropriation article.

During 2008 the Advisory Committee prepared and presented to Town Meeting comprehensive reports on a number of complicated warrant articles. Topics included a number of zoning issues, the establishment of new noise control bylaws, an RFID system for our libraries, consideration of joining the Governmental Insurance Cooperative (GIC) for healthcare insurance, the issuing of taxi medallions, affordable housing requirements, valet parking regulations, and a number of collective bargaining agreements to name a few.

In addition to serving on various special committees, members of the Advisory Committee actively participated on committees appointed by the Board of Selectmen to develop recommendations on Efficiency Initiatives, the Zoning By-Law, green technology, naming of Town property, Noise Bylaws, and the OPEB Committee (retiree benefits). Members also served on a number of design review committees and a number of standing Town committees including the Labor Advisory, Town/School Partnership, and Audit Committees.

Membership

Harry Bohrs was re-elected to serve as the Chairman of the Committee and Neil Wishinsky was re-elected to serve as Vice Chairman.

This past year we said goodbye to Nadine Gerdt and Bill Powell. Nadine and Bill brought thoughtful balance and insight to our analysis and discussions – particularly in areas of zoning. Their commitment served not only the Advisory Committee, but also our community as a whole. At the same time we extended a warm welcome to Nancy Heller who joined us as a new member. Nancy has been a thread in the fabric of this community for many years, serving as a School Committee Chair and Town Meeting Member. We look forward to tapping into her experience and expertise in the coming sessions.

The Advisory Committee will continue to work diligently on behalf of Town Meeting to carefully consider all matters that will impact the Town and make recommendations it considers to be in the best interest of the Town and all of its residents.

TOWN MEETING

Summary of Actions Taken Annual Town Meeting May 27, 2008

ARTICLE ONE

Appointment of Measurers of Wood and Bark. (Selectmen) A Motion of Favorable Action to establish the number of Measurers of Wood and Bark be two was passed by a Unanimous Vote.

ARTICLE TWO

Approval of Collective Bargaining Agreements. (Human Resources) Motions of Favorable Action to approve collective bargaining agreements were passed by a Unanimous Vote for the International Brotherhood of Teamsters, Local 25; by a Counted Vote of 161 In Favor and 1 Opposed for AFSCME Local 1358 School Traffic Supervisors; by a Counted Vote of 160 In Favor and 2 Opposed for AFSCME Council 93, Local 1358 Staff Association of the Public Library; and by a Counted Vote of 161 In Favor and 1 Opposed for Local 950 of the International Association of Firefighters.

ARTICLE THREE

Annual Authorization of Compensating Balance Agreements. (Treasurer/Collector) A Motion of favorable Action, to enter into compensating balance agreements for FY2009, was passed by a Unanimous Vote.

ARTICLE FOUR

Report on the Close-out of Special Appropriations/Bond Authorization Rescission. (Selectmen) A Motion of No Action was passed by a Unanimous Vote.

ARTICLE FIVE

Approval of Unpaid Bills of a Prior Fiscal Year. (Selectmen) A Motion of Favorable Action, to pay the Hess Corporation \$3,418.32, for an unpaid bill from a previous fiscal year, was passed by a Unanimous Vote.

ARTICLE SIX

Acceptance of Legislation to Increase Property Tax Exemptions. (Assessors) A Motion of Favorable Action, to establish an additional property tax exemption for FY2009, was passed by a Unanimous Vote.

ARTICLE SEVEN

FY08 Budget Amendments. (Selectmen) A Motion of No Action was passed by a Unanimous Vote.

ARTICLE EIGHT

Annual Appropriations Article. (Selectmen) A motion of Favorable Action, to approve the FY2009 budget with total appropriated expenditures of \$191,861,309, was passed as amended and separately voted, by a Unanimous Vote.

ARTICLE NINE

Amendment to the FY09 Budget to Fund Five Engine Companies and Two Ladder Companies for the Entire Fiscal Year. (Petition of Nicholas Inchierca) A Motion of No Action was passed by a Unanimous Vote.

ARTICLE TEN

Legislation to Amend Chapter 472 of the Acts of 1998 (Retiree Group Health Insurance Trust Fund) – to comply with Statement #43 of the Governmental Accounting Standards Board (GASB). (Finance Director) A Motion of Favorable Action, to authorize the Board of Selectmen to file a petition with the General Court, was passed by a Unanimous Vote.

ARTICLE ELEVEN

Acceptance of Legislation to Establish the Minimum Value of Personal Property Subject to Taxation – exempt personal property with a value of less than \$5,000 from taxation. (Assessors) A Motion of Favorable Action, to accept the provisions of M.G.L., c.59, s.5, cl. 54th, was passed by a Counted Vote of 186 In Favor and 1 Opposed.

ARTICLE TWELVE

Acceptance of Legislation to Adopt the so-called Senior Citizen Property Tax Work-off Abatement – grant eligible senior citizens a property tax abatement of up to \$750. (Assessors and Council on Aging) A Motion of Favorable Action, to accept the provisions of M.G.L., c.59, s.5K, was passed by a Unanimous Vote.

ARTICLE THIRTEEN

Reduce the Interest Rate of the Clause 41A Exemption (Senior Citizen Real Estate Tax Deferral) – from the statutory maximum of 8% to 5%. (Finance Director and Council on Aging) A motion of Favorable Action was passed by a Counted Vote of 193 In Favor and 1 Opposed.

ARTICLE FOURTEEN

Amendments to the Zoning By-Law – technical changes related to F Zones. (Planning and Community Development Director) A Motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE FIFTEEN

Amendment to Section 5.06 of the Zoning By-Law – Special District Regulations – parking requirements in the GMR 2.0 Special District. (Petition of Hugh Mattison) A Motion of Favorable Action was passed by a Two-Thirds Vote.

ARTICLE SIXTEEN

Amendment to Section 5.06 of the Zoning By-Law – Special District Regulations – limit medical office space in the GMR 2.0 Special District. (Petition of Merelice) A Motion of No Action was passed by a Counted Vote of 186 In Favor and 1 Opposed.

ARTICLE SEVENTEEN

Amendment to Section 5.32 of the Zoning By-Law – Exceptions to Maximum Height Regulations (Public Benefit Incentives) – amends criteria under which relief for height can be granted. (Petition of Daniel Saltzman) A Motion to Refer to the Zoning By-Law Committee, for further analysis and report back to the 2009 Annual Town Meeting, was passed by a Majority Vote.

ARTICLE EIGHTEEN

Granting a Temporary Preservation Restriction on 86 Monmouth Street (Arts Center). (Preservation Commission) A Motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE NINETEEN

Granting a Temporary Preservation Restriction on the Reservoir Gatehouse. (Preservation Commission) A Motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY

Vote to accept an easement at 150 Princeton Road. (Petition of Toby Brendze) A Motion of Favorable Action was passed by a Counted Vote of 170 In Favor and 5 Opposed.

ARTICLE TWENTY-ONE

Amendment to Part III of the Town's By-Laws – Executive – creation of a new article to make it mandatory that all voting members of boards, committees, commissions, or councils established or appointed by the Board of Selectmen, Moderator, or Town Meeting be

ARTICLE TWENTY-ONE cont'd registered voters of the Town. (Petition of Regina Frawley) A Motion of Favorable Action was Defeated.

ARTICLE TWENTY-TWO

Amendment to Section 3.1.7 of the Town By-Laws – Campaigns for Office – change in reporting periods for campaign finance reports. (Petition of Frank Farlow) A Motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-THREE

Amendment to Article 7.7 of the Town's By-Laws – Removal of Snow and Ice from Sidewalks – make the Town responsible for plowing and sanding sidewalks in residential districts. (Petition of Seymour A. Ziskend) A Motion of Favorable Action was Defeated.

ARTICLE TWENTY-FOUR

Amendment to Article 8.6 of the Town's By-Laws – Dog Control – increase in the fine structure for dog control violations. (Parks and Recreation Commission) A Motion of Favorable Action was passed by a Majority Vote.

ARTICLE TWENTY-FIVE

Amendment to the Town's By-Laws – creation of a new Article to require the Town to invest in only gold and silver. (Petition of Susan Allen) A Motion to Refer to a Moderator's Committee was defeated by a Counted Vote of 0 In Favor and 179 Opposed.

ARTICLE TWENTY-SIX

Amendment to the Town's By-Laws – creation of a new Article 8.28 – Public Health Immunizations. ((Petition of Susan Allen) A Motion of Favorable Action was defeated by a Counted Vote of 1 In Favor and 178 Opposed.

ARTICLE TWENTY-SEVEN

To Name the new Park at the Newton Street "Skyline Park". (Naming Committee) A Motion of Favorable Action was passed by a Majority Vote.

ARTICLE TWENTY-EIGHT

To Re-name Philbrick Square "Philbrick Green". (Naming Committee) A Motion of Favorable Action was passed by Counted Vote of 176 In Favor and 2 Opposed.

ARTICLE TWENTY-NINE

To Establish a Committee to Monitor the Implementation of the Local Action Plan on Climate Change. (Petition of Donald Weitzman) A Motion of Favorable Action was passed by a Counted Vote of 171 In Favor and 1 Opposed.

ARTICLE THIRTY

Resolution Urging the Town and its Unions to Proceed with Good Faith Negotiations for Joining the Group Health Commission (GIC). (Petition of David Cotney) A Motion of Favorable Action was passed by a Counted Vote of 177 In Favor and 2 Opposed.

ARTICLE THIRTY-ONE

Resolution to determine Whether a Police Incident Report of May 24, 2007 and Police Investigatory Report of October 10, 2007 are Reliable. (Petition of Susan Ellis) A Motion of Favorable Action was passed by a Majority Vote.

ARTICLE THIRTY-TWO

Resolution to Stop Global Warming by Reducing Greenhouse Gases. (Selectmen) A Motion of Favorable Action was passed by a Majority Vote.

ARTICLE THIRTY-THREE

Reports of Town Officers and Committees. (Selectmen) Reports were presented by the Housing Advisory Board, the Committee on Town Organization and Structure, the Selectmen's Sanctuary Study Committee, the Moderator's Committee on Sidewalk Snow Removal, the Audit Committee, and the Noise By-Law Committee.

Summary of Actions Taken Special Town Meeting November 18, 2008

ARTICLE ONE

Approval of unpaid bills. (Selectmen) A Motion of No Action was passed by a Unanimous Vote.

ARTICLE TWO

Approval of collective bargaining agreements. (Human Resources Director) Motions of Favorable Action to approve collective bargaining agreements were passed by a Counted Vote of 183 In Favor and 1 Opposed for the Brookline Police Association and by a Counted Vote of 183 In Favor and 1 Opposed for the Brookline Engineering Division Associates.

ARTICLE THREE

FY2009 Budget Amendments. (Selectmen) A Motion to Reduce and Transfer FY2009 Line Item 42A – Library RFID Conversion, in the amount of \$465,000 to FY2009 Line Item 24 - Reserve Fund, was Defeated. A Motion to Restrict the commitment or expenditure of FY2009 Line Item 42A – Library RFID Conversion, in the amount of \$465,000, until the adjournment of the 2009 Annual Town Meeting, was defeated by a Standing Counted Vote of 106 In Favor and 116 Opposed with 2 Abstentions. A Motion of Favorable Action to reduce FY2009 Line Item 34 – Borrowing, by \$255,000 and to appropriate \$600,000 for a feasibility study for the John D. Runkle School, was passed by a Majority Vote.

ARTICLE FOUR

Amendment to Article 3.1 of the Town's By-Laws – Board of Selectmen – Selectmen health insurance benefit. (Petition of Roger Blood) A Motion of Favorable Action, as amended, was passed by a Majority Vote.

ARTICLE FIVE

Resolution Regarding Changing Selectmen Compensation to Expense Reimbursement. (Petition of Roger Blood) A Motion of Favorable Action was Defeated.

ARTICLE SIX

Legislation to Terminate the Survivor Beneficiary Health Coverage Available to Any Selectmen. (Petition of Seymour Ziskend) A Motion of Favorable Action was Defeated.

ARTICLE SEVEN

Amendment to Part IV of the Town's By-Laws – creation of a new Article 6.11 Recycling Containers – require the Town to install recycling containers at all locations where a trash barrel exists. (Petition of Andrew Ghobrial) A Motion to Refer to the Solid Waste Advisory Committee was passed by a Unanimous Vote.

ARTICLE EIGHT

Amendment to Article 6.8 of the Town's By-Laws – Naming Public Facilities – changes to committee membership. (Selectmen) A Motion of favorable Action was passed by a Unanimous Vote.

ARTICLE NINE

Amendment to Article 8.15 of the Town's By-Laws – Noise Control – various revisions to the by-law. (Selectmen) A Motion of Favorable Action was passed by a Majority Vote.

ARTICLE TEN

Amendment to Part VIII of the Town's By-Laws – creation of a new Article – Leaf Blowers. (Petition of Andrew Fischer and Jonathan Margolis) A Motion of favorable Action was defeated by a Counted Vote of 105 In Favor and 107 Opposed.

ARTICLE ELEVEN

Amendment to the Town By-Laws - establishes a new Article 8.29 – Mandatory Bicycle Registration. (Petition of Seymour Ziskend) A Motion to Refer to the Transportation Board was passed by a Majority Vote.

ARTICLE TWELVE

Amendment to Part VIII of the Town's By-Laws – creation of a new Article – Use of Green Cleaning Products in all Town Buildings. (Petition of Thomas Vitolo) It was Resolved by a Unanimous Vote that the Town have a uniform "green" cleaning products purchasing policy.

ARTICLE THIRTEEN

Amendment to the Zoning map – changes from existing M zoning to F and T zoning in North Brookline. (Petition of William Powell) A Motion of Favorable Action was defeated, for failure to achieve a two-thirds vote, by a Counted Vote of 111 In Favor and 91 Opposed.

ARTICLE FOURTEEN

Amendment to Section 4.07 of the Zoning By-Law – Table of Use Regulations – day care facilities. (Alex Shabelsky) A Motion of Favorable Action was passed by a Two-Thirds Vote, with one Abstention.

ARTICLE FIFTEEN

Amendment to Section 4.08 of the Zoning By-Law – Affordable Housing Requirements – square footage calculation for affordable units. (Housing Advisory Board) A Motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE SIXTEEN

Amendment to Section 5.09 of the Zoning By-Law – Design Review – clarifying requirement of Design Advisory teams for Major Impacts. (Department of Planning and Community Development) A Motion of favorable Action was passed by a Unanimous Vote.

ARTICLE SEVENTEEN

Amendment to Section 6.02 of the Zoning By-Law – Off-Street Parking Space Regulations – clarification of existing relief for parking requirements. (Department of Planning and Community Development) A Motion of Favorable Action was Defeated.

ARTICLE EIGHTEEN

Amendment to Section 6.04 of the Zoning By-Law – Design of Off-Street Parking Facilities – modifications to limits on garages facing the street. (Department of Planning and Community Development) A Motion to Refer to the Zoning By-Law Committee passed by a Unanimous Vote.

ARTICLE NINETEEN

Acceptance of an Alteration and Widening of a Portion of Heath Street. (Commissioner of Public Works) A Motion of Favorable Action was passed by a Counted Vote of 183 In Favor and 1 Opposed.

ARTICLE TWENTY

Designation of the Commissioner of the Department of Public Works as the Town's Officer to Issue Trench Permits in accordance with the Provisions of Massachusetts General laws Chapter 82A, Section 2. (Commissioner of Public Works) A Motion of Favorable Action was passed by a Counted Vote of 183 In Favor and 1 Opposed.

ARTICLE TWENTY-ONE

Legislation to Sell Taxi Medallions. (Selectmen) A Motion of Favorable Action, to authorize the Board of Selectmen to file a petition with the General Court, was passed by a Majority Vote.

ARTICLE TWENTY-TWO

Legislation to Authorize a 30-Year Lease of 86 Monmouth Street to the Brookline Arts Center. (Petition of Lenore Sempert) A Motion of Favorable Action, to authorize the Board of Selectmen to file a petition with the General Court, was passed by a Unanimous Vote.

ARTICLE TWENTY-THREE

Legislation to Authorize a 20-Year Lease of 19-25 Kennard Road to the Brookline Music School. (Petition of Janet Fitzgibbons) A Motion of Favorable Action, to authorize the Board of Selectmen to file a petition with the General Court, was passed by a Unanimous Vote.

ARTICLE TWENTY-FOUR

Legislation to Amend Chapter 317 of the Acts of 1974 – authorization to clarify the Transportation Board's authority to regulate valet. (Selectmen) A Motion of Favorable Action, to authorize the Board of Selectmen to file a petition with the General Court, was passed by a Unanimous Vote.

ARTICLE TWENTY-FIVE

Legislation Amending Chapter 534 of the Acts of 1973 Relative to the office of Chief of the Fire Department of the Town of Brookline. (Petition of Fred Lebow) A Motion of favorable action, to authorize the Board of Selectmen to file a petition with the General Court to open the applicant pool for Fire Chief, was passed by a Majority Vote.

ARTICLE TWENTY-SIX

Resolution to Appreciate the Role of the City of Tsuruga, Japan in the Saving of Over 2,000 Jewish Families Rescued by Chiune Sugihara in 1941. (Petition of Scott Gladstone) A Motion of

ARTICLE TWENTY-SIX cont'd

Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-SEVEN

Resolution Seeking More Resident Sidewalk Snow and Ice Clearing. (Petition of Joshua Safer) A Motion of Favorable Action, as amended, was passed by a Unanimous Vote.

ARTICLE TWENTY-EIGHT

Resolution to Reduce the Proliferation of Invasive Plant Species. (Petition of Bruce Wolff) A Motion of Favorable Action was Passed by a Unanimous Vote.

ARTICLE TWENTY-NINE

Reports of Town Officers and Committees. (Selectmen) Reports were presented by the Moderator's Committee on Participation of the Town of Brookline in Norfolk County and the Selectmen's Sanctuary Study Committee.

2008 ATTENDANCE			
Precinct	Name	Eligible	Attended
15	Alexanderian, Edwin	6	6
05	Allen, Richard E.	6	6
AL	Allen, Robert L.	6	4
03	Alvarado, Matthew James	6	6
15	Ames, Mariela	6	6
06	Anderson, Catherine C.	6	6
15	Andreadis, Anthony T.	6	6
10	Arnfeld, Lorraine N.	6	4
04	Axelrod, Sarah T.	6	5
11	Bain, Dixon	6	5
09	Bart, Eleanor J.	6	4
16	Basile, Beverly A.	6	5
15	Basile, Robert W.	6	6
06	Bassett, John	6	6
01	Beane, Linda R.	6	6
13	Benka, Carla Wyman	6	6
AL	Benka, Richard (Dick)	6	6
16	Berger, Eileen Connell	6	6
16	Berger, Michael	6	5
09	Birnbaum, Benjamin	6	3
13	Blood, Roger F.	6	5
03	Bohrs, Harry K.	6	6
04	Brickman, Edith R.	6	6
13	Brooks, Deborah G.	6	6
12	Brown, Catherine P.	6	5
09	Burstein, Michael A.	6	6
08	Caro, Carol B.	6	6
08	Caro, Francis G.	6	5
01	Cavell, Cathleen C.	6	6
10	Chertok, Sumner J.	6	6
16	Chessman, Daniel	6	6
02	Chin, Kenneth W.	6	6
03	Christian, John L.	6	6
01	Clouse, Melvin E.	6	6
12	Cohen, Bruce B.	6	5
07	Cohen, Susan F.	6	6
03	Connors, Patricia	6	6
06	Conquest III, Arthur Wellington	6	6
01	Cook, Ernest	6	3
12	Cooke-Childs, Lee	6	6
04	Cooper, Ingrid E.	6	6
12	Cotney, David James	6	6
10	Coughlin, William J.	6	5
01	Covert, Anne S.	6	5
05	Craig-Olins, Elizabeth	6	4
12	Cunha, Glenn Alan	6	3
02	Daisy, Stephen R.	6	3
AL	Daly, Nancy A.	6	6
05	Daves, Robert S.	6	6
10	Davis, Jonathan H.	6	6
10	Davis, Linda M.	6	6
11	de Fougerolles, Paula	6	5

Precinct	Name		
05	DeVries, Robert H.	6	6
03	Dewart, Mary D.	6	6
03	Dewart, Murray	6	6
AL	DeWitt, Betsy	6	5
05	DeWitt, Dennis J.	6	6
11	Ditkoff, Joseph M.	6	6
15	Dow, Joseph Sheffield	6	3
01	Downes, Sherrell B.	6	6
11	Dryfoos, Paul R.	6	6
09	Echelman, Janet Sue	6	1
07	Ellis, Susan P.	6	5
05	Elwertowski, Thomas C.	6	6
04	Farlow, Frank W.	6	6
04	Farlow, Martha A.	6	6
07	Feinman, Marvin A.	6	6
08	Feinstein, Steven P.	6	5
13	Fine, Jonathan S.	6	6
13	Fischer, Andrew	6	6
14	Fishman, Gill	6	5
01	Frank, Ellen T.	6	3
16	Frawley, Regina M.	6	6
08	Friedman, Franklin D.	6	5
14	Friedman, Harry K.	6	6
16	Friedman, James E.	6	4
14	Friedman, Paula K.	6	6
02	Friedman, Robin	6	4
AL	Gadsby, Edward (Sandy)	6	6
10	Gaehde, Stephan A.	6	6
16	Gallitano, Thomas J.	6	6
03	Geist, Kathe Sternbach	6	5
09	Geller, Joseph T.	6	5
15	Geller, Marvin N.	6	3
04	Gerdts, Nadine	6	5
07	Giller, Phyllis D.	6	6
03	Gilman, Jane C.	3	2
16	Gladstone, Scott C.	6	5
10	Glassoff, Eric Charles	6	2
08	Golden, Jack	6	5
08	Goldstein, David-Marc	6	6
07	Goldstein, Elizabeth (Betty)	6	6
14	Goldstein, Kenneth M.	6	6
14	Goodman, Caryl I.	6	5
12	Grand, Jonathan H.	6	6
07	Gray, Mark A.	3	3
07	Greene, Bernard W.	6	6
12	Greenfield, Stefanie Ann	6	6
14	Gregson, Annette	6	5
05	Gross, Betsy Shure	6	6
15	Guzelian, Nancy Diane	6	4
15	Hall, John L.	6	4
07	Hardebeck, Kelly A.	6	6
04	Harrington, Kevin	6	6
05	Harris, Mary J.	6	6
08	Heller, Nancy S.	6	6

Precinct	Name		
10	Henry, Wendy	6	5
01	Herman, Helen Y.	6	4
11	Hinds, Isabella	6	2
08	Hofeller, Edward D.	6	6
11	Homer, Joanne P.	6	5
13	Hoy, Francis Charlton	6	5
06	Humphrey, Systke V.	6	6
08	Johnson, Anita L.	6	4
01	Johnson, Emily Winn	6	5
14	Johnson, Georgia M.	6	5
16	Jonas, Alisa G.	6	6
03	Jones, Gary D.	6	5
09	Jozwicki, Barr A.	6	6
09	Jozwicki, Joyce	6	6
16	Jurich, Joseph G.	6	5
02	Kahl, Christopher A.	6	6
15	Kahn, Janice S.	6	6
13	Kaplan, Ruth L.	6	6
07	Katz, Estelle	6	6
07	Katz, Pauline Ponnie	6	6
12	Klafter, David B.	6	6
11	Knable, Bobbie M.	6	4
10	Koch, Christopher A.	6	6
16	Koocher, Gerald P.	6	6
09	Lang, Kevin E.	6	6
06	LaPlante, Virginia W.	6	6
11	Lawson, William	6	6
14	Levitan, Fred	6	6
02	Lianides-Chin, Barbara A.	6	6
01	Lieff, Karen D.	6	6
11	Lindquist, Gwen Pritchard	6	6
14	Lipson, Roger R.	6	6
06	Liss, Kenneth Marc	6	6
02	Liss, Lisa E.	6	6
14	Lodish, Pamela C.	6	3
13	Lohe, Werner	6	6
11	MacDonald, Bradley A.	6	5
03	Madden, Nancy F.	6	6
07	Margolis, Jonathan	6	6
03	Martin, Lois J.	6	6
02	Mason, Judith E.	6	6
05	Mattison, Hugh	6	6
13	Maynard, J. Michael	6	6
12	McAvoy, Maura M.	6	5
04	McCarrell, Sharon L.	6	5
02	McNally, Rita K.	6	5
05	Meiklejohn, D. Randolph	6	6
AL	Mermell, Jesse R.	6	6
14	Merrill, Chou Chou	6	5
14	Merrill, Michael W.	6	5
12	Meyers, Judy	6	6
14	Mittel, Shaari S.	6	6
09	Moore, Bruce	6	5
11	Moran, Maryellen	6	6

Precinct	Name		
01	Morse, Stephen R.	6	6
15	Mueller, Karen Weltchek	6	4
04	Mulhane, John T.	6	6
15	Nangle, Richard	6	5
07	Novick, Emily	3	3
12	Oates, Michael F.	6	6
02	O'Brien, Barbara A.	6	6
06	O'Donnell, Kerry	6	6
05	O'Leary, Phyllis R.	6	5
05	Olins, Andrew M.	6	5
04	O'Neal, Sr., Donelle S.	6	6
06	Parker, Gerald S.	3	2
06	Pratt-Otto, Stephen G.	6	6
09	Rabinovitz, Stanley N.	6	6
09	Radlo, Shirley	6	5
08	Ravitz, Randall Evan	6	6
12	Reed, Thomas A.	6	6
02	Richmond, Edward L.	6	6
04	Robinson, Joseph E.	6	6
06	Roffman, Ian D.	3	3
08	Roll, Evelyn Ayash	6	4
09	Rosenstein, Harriet	6	6
09	Rosenthal, Martin R.	6	6
12	Ross, A. Joseph	6	6
15	Rourke Jr., James C.	6	4
15	Rudman, Deborah D.	6	6
07	Sable, Sloan K.	6	6
15	Sadeghi-Nejad, Ab	6	6
16	Safer, Joshua D.	6	6
13	Saner, Paul A.	6	5
06	Schectman, Amy N.	6	6
13	Schnoor, Roberta K.	6	5
01	Schram, Robert L.	6	6
08	Scotto, Barbara C.	6	6
16	Selib, Michael S.	6	1
05	Senator, Susan	6	4
13	Senecal, Barbara M.	6	6
08	Senturia, Margaret (Peg)	6	6
03	Shapiro, Gregg David	6	4
11	Shield, Joel D.	6	5
07	Shon-Baker, Rita S.	6	6
11	Sidor, Monica	6	6
09	Simansky, Harold Mark	6	6
10	Skagestad, Finn Peter	6	5
12	Slotnick, William E.	6	6
04	Smith, Virginia A.	6	6
AL	Smizik, Hon. Frank Israel	6	4
06	Sneider, Ruthann	6	6
06	Sperber, Edith W.	6	4
06	Sperber, Robert I.	6	6
02	Spiegel, Diana Lees	6	6
08	Spiegel, Samuel	6	5
02	Spiegel, Stanley L.	6	6
10	Spingarn, Alexandra (Sandy)	6	5

Precinct	Name		
14	Spunt, Palma Zordan	6	6
02	Standish, Lorraine (Lonnie)	6	6
16	Stavis-Zak, Joyce E.	6	6
10	Stern, Benjamin	6	0
08	Stock, Sara	6	6
03	Stone, Rebecca E.	6	6
03	Sullivan, Joanne M.	6	2
09	Swartz, Charles	6	5
07	Swartz, Sally	6	3
10	Sydney, Ronny M.	6	6
04	Taylor, Melinda A.	6	6
11	Tolkoff, Josh	6	5
03	Trachtenberg, Myra R.	6	4
10	Traister, Michael S.	6	6
04	Trietsch, David M.	6	6
14	Union, Lauri E.	6	6
13	VanScoyoc, John R.	6	6
01	Vitolo, Thomas John	6	6
05	von Krusenstiern, Lenore K.	6	6
03	Wadleigh, Jonathan N.	3	0
AL	Ward, Patrick J.	6	6
13	Warner, Donald A.	6	6
06	Warren, Henry B.	6	5
01	Weisel, Laura	6	6
12	Weitzman, Donald C.	6	6
11	Wenc, Karen	6	6
06	Westphal, Christine M.	6	6
16	Wheeler, Richard H.	6	5
15	Wheeler, William Morton	6	2
02	White, Eunice	6	6
04	Winter, Frances J.	6	4
05	Wishinsky, Neil A.	6	6
02	Wolff, Bruce	6	6
01	Zabak, Steve S.	6	6
07	Ziskend, Seymour A.	6	6
10	Zuker, Molly Gross	6	6

RESOLUTIONS PASSED IN 2008

1. A Resolution by the Town of Brookline urging the Town and the unions to proceed with good faith negotiations for joining the Group Insurance Commission (GIC).

WHEREAS, since FY2002 group health budget has doubled and family premiums have increased from \$10,290 to \$19,156, and

WHEREAS, during this same period group health has grown from 13% of salaries to 23% and from 8% budget to 13% of budget, and

WHEREAS, as a result of these soaring increases, well over half the town's allowable levy growth has been consumed by group health, diverting resources from critically important town and school services, and

WHEREAS, the 2005 Statewide Municipal Task Force (the Hamill Report) found that annual increases for the state's Group Insurance Commission (GIC) have been about one half as much as those occurring in local government, and

WHEREAS, in 2007, the State Legislature enacted legislation allowing municipalities to opt into the GIC through the labor negotiation process of coalition bargaining, and
WHEREAS, the Town has already adopted coalition bargaining in anticipation of the GIC option, and

WHEREAS, the Override Study Committee recommends that the Town "opt into the GIC as soon as possible" and limit COLA'S for town and school employees until the Town joins the GIC.

NOW, THEREFORE, the 2008 Annual Town Meeting urges the Town and the unions to proceed with good faith negotiations for joining the GIC and resolve further that future consideration of appropriations for labor agreements take into account the status of efforts to opt into the GIC.

2. A Resolution to determine the reliability of Police reports.

WHEREAS on May 24, 2007 the Brookline Police Department issued an incident report regarding events that occurred at Town Hall on the evening of May 24, 2007 after the conclusion of a Zoning Board of Appeals meeting;

WHEREAS on October 10, 2007 the Brookline Police Department issued an investigatory report in connection with citizen allegations of inappropriate police behavior with regard to the May 24, 2007 events, which investigatory report drew upon, at least in part, the May 24, 2007 incident report;

WHEREAS the Board of Selectmen has accepted the October 10, 2007 investigatory report;

WHEREAS before voting to accept the investigatory report the Board of Selectmen heard speakers who supported the report and urged the Board of Selectmen to accept the report but the Board of Selectmen did not hear speakers challenging the report until four weeks (and more) after the Board of Selectmen had already accepted the report;

WHEREAS the 57 page investigatory report, which was issued on October 10, 2007, was not released to the complaining citizen until five days before the October 31, 2007 deadline for the citizen to file an appeal of the report;

WHEREAS seven individuals who were eyewitnesses to the incidents on both the 6th floor and in the 1st floor lobby at Town Hall on May 24, 2007 have publicly stated that even though they made themselves known and available to the police in the 1st floor lobby (and two of them provided written statements for the police) their observations were ignored and/or dismissed;

WHEREAS individuals mentioned in the investigatory report, including but not limited to Town Counsel, have publicly stated that they were misquoted and/or that their statements to the investigating officers were “spun” in the report;

WHEREAS both the incident report dated May 24, 2007 and the investigatory report dated October 10, 2007 are now permanently contained in the records of the Police Department;

WHEREAS if the incident report dated May 24, 2007 and/or the investigatory report dated October 10, 2007 is or are unreliable then the presence of an unreliable report in the May 27, 2008 Annual Town Meeting 31-2 records of the Police Department may engender inappropriate behavior by the police or other criminal justice agencies in the future if they rely upon an unreliable report;

WHEREAS if the investigatory report dated October 10, 2007 is unreliable then its presence in the records of the Police Department, its acceptance by the Board of Selectmen, and its presence in the records of the Board of Selectmen may unjustly impugn the reputation of the citizen whose complaint about police behavior precipitated the report;

WHEREAS the Board of Selectmen has appointed a Citizen Complaint Review Committee and has charged it “to make recommendations for improvements in policy and procedures” involving citizen complaints about police practices;

WHEREAS the Board of Selectmen’s charge also states: “The charge includes reviewing, to the extent the Committee deems appropriate, the results of the May incident...”.

WHEREAS the Board of Selectmen’s charge further states: “The Board of Selectmen further charges the Citizen Complaint Review Committee ... to examine how those [Police Department citizen complaint] policies and procedures have worked in particular instances....”;

WHEREAS two of the “results of the May 2007 incident” are the police incident report dated May 24, 2007 and, also, the police investigatory report dated October 10, 2007 which was presented to and accepted by the Board of Selectmen;

NOW THEREFORE be it resolved that the Town of Brookline, acting through its Town Meeting, requests the Citizen Complaint Review Committee to “deem it appropriate” to investigate the preparation of the police incident report dated May 24, 2007 and to include in the Committee’s own report its judgment whether the police incident report is or is not a reliable presentation of the events of the evening of May 24, 2007;

AND FURTHERMORE be it resolved that the Town of Brookline, acting through its Town Meeting, requests the Citizen Complaint Review Committee to “deem it appropriate” to investigate the preparation of the police investigatory report dated October 10, 2007 and to include in the Committee’s own report its judgment whether the police investigatory report is or is not a reliable presentation of the events of the evening of May 24, 2007;

AND FURTHERMORE, that the Town Clerk deliver or cause to be delivered to each member of the Citizen Complaint Review Committee a copy of this Article.

3. A Resolution to reduce greenhouse gases.

WHEREAS Climate instability brought on by global warming will negatively impact the Town of Brookline, the Commonwealth of Massachusetts and the world;

WHEREAS the global scientific community has concluded that greenhouse gases, created by human activity are very likely to be the main cause of global warming;

WHEREAS the technologies we need to reduce our greenhouse gas emissions already exist and have the added benefit of improving public health by reducing other pollutants;

WHEREAS leading the world in developing technologies to reduce greenhouse gas emissions could create new jobs and foster new industries;

BE IT RESOLVED, that the Town of Brookline calls on the Commonwealth of Massachusetts to be a leader in addressing this global threat.

THEREFORE, BE IT FURTHER RESOLVED, that the Town of Brookline calls on the Commonwealth of Massachusetts, the Federal Government, and the Governments of the world to cap greenhouse gas emissions and reduce emissions by 20% by 2020 and 80% by 2050, the levels identified by scientific community as necessary to avoid the worst impacts of global warming.

4. A Resolution for Tsuruga, Japan.

WHEREAS, the leadership of the city of Tsuruga Japan supported the entry into Japan of over 2000 Jewish families (over 6000 Jews) with visas issued by Consul Chiune Sugihara in the spring and summer of 1941 in Lithuania.

WHEREAS, the current leadership of the City of Tsuruga, Japan continue to embrace this life-saving legacy of Consul Sugihara by reaching out to Consul Sugihara survivor Samuil Manski, a member of Temple Emeth of South Brookline.

WHEREAS, Consul Sugihara and the people of Tsuruga, Japan, epitomize the teachings of the Talmudic sages that if you save one life it is as if you have saved the world.

WHEREAS, the Jewish and Japanese communities of the Town of Brookline for the past decade have hosted celebrations of the heroism and righteousness of Consul Chiune Sugihara initiated by Samuil Manski through the good offices of Temple Emeth of South Brookline.

WHEREAS the Sugihara Commemoration Committee at Temple Emeth has created programming at Brookline Schools in conjunction with school staff and Facing History and Ourselves that teaches the ethics of Chiune Sugihara to a broad swath of students including those of Japanese descent in our community.

WHEREAS a monument celebrating the heroism of Chiune Sugihara located at Temple Emeth in South Brookline is recognized worldwide and has been visited by descendents of Chiune Sugihara.

NOW, THEREFORE, BE IT RESOLVED THAT Town Meeting recognizes the city of Tsuruga, Japan as a City of New Beginnings and requests that the Selectmen welcome officials of the city of Tsuruga to the Town of Brookline in the Fall of 2008 and declare a day of memorial to Chiune Sugihara.

5. A Resolution on sidewalk snow removal.

WHEREAS: despite many committees and Town Meeting articles over two decades, the Town remains fiscally unable to dramatically increase sidewalk snow removal and resident compliance with the removal By-Law remains erratic; and

WHEREAS: failure to remove sidewalk snow leaves many serious safety problems, especially for children, seniors, and people with disabilities who are forced to walk in streets; and

WHEREAS: the 2007 Moderator's Committee on Sidewalk Snow Removal urged that the "Town work to dramatically increase resident involvement in maintaining clear sidewalks," stating, "The actions to be taken should include increased enforcement of existing regulations and regular use of citations for failure to clear sidewalks"; and

WHEREAS: the Moderator's Committee urged the Town to "make procedural, contractual, and budget changes to allow for seasonal employees to assist with sidewalk snow removal. An annual budget of \$35,000 should be provided to maintain a pool of seasonal employees responsible for sidewalk snow removal"; and

WHEREAS: our systems for helping residents who are unable to shovel and for giving citations and warnings are both far from adequate -- the latter according to a May 29, 2008 Police Dept. memorandum, showing, "[a]s of this date, Permits Plus has 977 snow tickets issued in the Town since 2003. The

breakdown is as follows: Health Dept. 615, DPW 501, Building 114, Police 108"; and a May 27, 2008 BPD memorandum, "Snow Enforcement Tickets Issued: 2005= 21, 2006 = 16, 2007 = 9, 2008 = 2";

NOW, THEREFORE BE IT RESOLVED that the Town Meeting urges that the Selectmen:

A. establish a unified snow removal enforcement/warning program so that far more citations -- especially warnings -- are issued, and that enforcement not be merely complaint-driven; and

B. as part of such program, prioritize town-wide enforcement by cruising police officers -- if necessary by recording date & time of violations, then afterwards issuing/delivering citations and warnings by mail or by DPW and/or Health Dept. officials; and

C. establish a credible, well-publicized, fair, and readily available fee-based program, and/or a pool of seasonal employees or laborers, Town-employed and/or independent contractors, to help residents who cannot clear their own abutting sidewalks; and

D. review at a public hearing each November the various departments' plans for public education, enforcement, and assistance for residents who need help.

6. A Resolution on invasive plant species.

Whereas, there exists certain plant species which are considered invasive because they are not native to the region and they can starve out native species and plant ("invasive species")

Whereas, these invasive species are on the Massachusetts Prohibited Plant List as of January 2009 and are specifically banned from sale or propagation by the Commonwealth of Massachusetts Department of Agriculture. <http://www.mass.gov/agr/>;

Whereas, when these species grow on private property, they may spread to Brookline parks, conservancies, other public property or other private property;

Whereas, these species can harm trees, wetlands, or the habitat of wildlife;

Whereas, these species are growing increasingly costly to control on public land; and

Whereas, the Parks Department and the Conservation Commission of the Town of Brookline has been working to get information to the public about the dangers of invasive species and to eradicate invasive species from public land wherever possible;

Therefore Be It Resolved, that Town Meeting acknowledge the need to control invasive species on both public and private land in the Town, recognize the efforts of the Parks Department and the Conservation Commission to control invasive species on public property and to encourage the Town to continue to provide information to the public on invasive species and how to control those species on private property

**SUMMARY OF RESOLUTIONS ADOPTED BY TOWN MEETING
REQUIRING ACTION BY THE SELECTMEN OR DEPARTMENTS**

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '01 Annual	20	Calls on the Great and General Court to support statewide legislation banning the use of cellular telephones while operating a motor vehicle.	The Resolution was sent to the Court, Governor, Attorney General, Executive Office of Public Safety, Boards of Selectmen, and Mayors.
May '01 Annual	22	Calls on the Town's Preservation Commission to investigate the designation of the St. Aidan's Church property as an historic district.	The Preservation Commission conducted its investigation and recommended the establishment of a St. Aidan's Historic District.
May '01 Annual	23	Supports the abolition of the death penalty and the passage of the Innocence Protection Act.	The Resolution was sent to death penalty abolition leaders, the Governor, the Town's legislative delegation, and President of the U.S.
Nov. '01 Special	16	Calls on the General Court to adopt legislation requiring all school buses to be fitted with three-point lap and shoulder restraints by July, 2003. Also, calls upon the Town's representatives in such matters to research and arrange compliance.	Copies of the Resolution were sent to each member of Brookline's legislative delegation asking that it be brought to the attention of the Ways and Means Committee and other appropriate legislative bodies and officials.
May '02 Annual	13	Calls on the Town's Zoning By-Law Commission to conduct an investigation into "Mansionization".	Referred to the Zoning By-Law Commission for Review.
Nov. '02 Special	21	Calls for a Selectmen's Committee to investigate the Town's options regarding the elimination of overhead wiring along public streets.	The Committee reported its findings to the 2003 ATM, and filed a warrant article for 2004 ATM, which received a No Action vote.
Nov. '02 Special	1	Supports the opposition of any U.S. attack on Iraq and requests that the Board of Selectmen transmit this resolution to our congressional delegation.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.
May '03 Annual	16	Calls on the Comp Plan Committee to consider the use of tax policies to enhance the Town's commercial tax base. Calls upon the legislative delegation to file a bill to review the state's tax classification limit and small business exemption.	The Comprehensive Plan Committee review included consideration of tax policies. Copies of the Resolution were sent to Brookline's legislative delegation asking that it be filed as a bill.
May '03 Annual	17	Seeks the revocation and elimination of provisions of the USA PATRIOT Act, the Homeland Security Act, and other Executive Orders that are deemed to diminish civil liberties.	Resolution was posted in public places and sent to the Norfolk County D.A., State Police, Town's legislative delegation, State Attorney General, Governor, local U.S. Attorney, the U.S. Attorney General, and President of the U.S.
Nov. '04 Special	6	Requests the continuation of the Advisory Committee on Focused Residential Picketing, with further investigation related to the Focused Residence Picketing By-Law.	The sunset date of the By-Law was extended to June 30, 2006. The Committee will be continuing its work and reporting to a future Town Meeting.
Nov. '04 Special	9	Requests the Building Department to provide homeowner applicants for a building permit information describing the homeowner's rights under the Home Improvement Contractor Law.	Building staff distribute information from the State Office of Consumer Affairs to homeowners at on-site inspections. Information is available at the Building Dept. at Town Hall (3 rd Floor).
Nov. '04 Special	21	Calls upon the Transportation Board to implement a Resident Parking Permit Program within six months; provide for resident Parking Permits as petitioned; report to Town Meeting in one year.	A Town-wide Resident Parking Permit Program was endorsed by both the Transportation Board and the Board of Selectmen. The program was implemented on August 1, 2007.
May '05 Annual	25	Calls for children's welfare organizations to be informed and for Town groups to explore raising awareness about corporal punishment of children.	The resolution was widely publicized.
Nov. '05 Special	27	Calls upon the Selectmen and Transportation Board to review the Town's 2-hour parking ban.	A trial parking program was initiated by the Transportation Board in the fall of 2005.
Nov. '05 Special	28	Requests that the Town's legislative delegation co-sponsor and support legislation prohibiting eminent domain taking for economic development.	Copies of the resolution were sent to the Town's legislative delegation.
Nov. '05 Special	29	Supports the construction and implementation of a plan to withdraw troops from Iraq.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '06 Annual	30	Supports the improvement of the Gateway East Area.	The Town continues to support the Village Square Project (formerly called Gateway East). Design plans are currently underway.
May '06 Annual	31	Urges our Representative in Congress to introduce and/or support a resolution impeaching President George W. Bush.	Copies of this resolution to all members of the Massachusetts Congressional Delegation within two weeks of its adoption.
Nov. '06 Special	26	Reaffirms the Town's commitment as a Sanctuary Town, endorses the platform of the Keep Our Families Together Campaign, calls upon the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement to issue a moratorium on immigration raids until Congress comes to an agreement on comprehensive immigration reform and urges the U.S. Senate to defeat HR 4437 and urges the President to veto any such legislation.	A copy of this resolution was sent to the Massachusetts Congressional delegation and to the President of the U.S.
Nov. '06 Special	27	Expresses its support for an Elementary World Language Program, and further, encourages the School Committee to create a plan for the implementation of a world language program in grades K-6 and to work with the Board of Selectmen to ensure funding of said program.	The World Language Advisory Committee completed an implementation report in the fall of 2007. The proposal has also been included in the Override Study Committee discussions and, ultimately, the specific question regarding adding elementary world language at all schools as question #2 on the May 6, 2008 override ballot.
Nov. '06 Special	28	Urges that at least 50% of Town committee meetings should be held in the evening.	Notification of the resolution was sent to all Boards and Commissions.
Nov. '07 Special	22	Urges support for Support Tax Exemptions and Incentives Legislation for Certain Property Owners Using Wind and Solar Power.	Copies of the Resolution were sent to each member of Brookline's legislative delegation.
Nov. '07 Special	23	Support Statewide Legislation to Encourage the Purchase of Fuel-Efficient Vehicles.	Representative Frank Smizik filed legislation at the state level.
May '08 Annual	30	Urges the Town and the unions to proceed with good faith negotiations for joining the Group Insurance Commission (GIC) and resolve that future consideration of appropriations for labor agreements take into account the status of efforts to opt into the GIC.	The Town continues to negotiate with the Public Employee Committee (PEC) in order to seek group health premium savings through joining the GIC or implementation of other changes that would yield equivalent cost reduction.
May '08 Annual	31	Requests the Citizen Complaint Review Committee examine and determine the reliability of the police incident report dated May 24, 2007 and the police investigatory report dated October 10, 2007.	A copy of the article was delivered to each member of the Citizen Complaint Review Committee. The Committee deliberated over the article and explained its position therein in its final report.
May '08 Annual	32	Calls on State, Federal, and World governments to cap greenhouse gas emissions and reduce emissions by 20% by 2020 and 80% by 2050.	The resolution was widely publicized.
Nov. '08 Special	26	Recognizes and strengthens the connection between the City of Tsuruga, the legacy of Consul Sugihara, and the people of Brookline.	Through this resolution, the Town of Brookline welcomed and celebrated the visit of the Mayor of Tsuruga to Brookline as he visited Samuil Manski at Temple Emeth in South Brookline.
Nov. '08 Special	27	Urges the Selectmen to establish a unified snow removal enforcement/warning program, establish a viable program, to help residents who cannot clear their own abutting sidewalks; and review at a public hearing each November the progress of said programs.	This resolution calls for a public hearing in November 2009.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
Nov. '08 Special	28	Recognizes the efforts of the Parks Department and the Conservation Commission to control invasive species on public property and encourages the Town to continue to provide information to the public on invasive species and how to control those species on private property.	The Parks and Open Space Division's website includes an overview of invasive plants and a Plant Management Guide which will be updated with descriptions of several additional plant species. The Division also has a comprehensive management program for invasive and nuisance plants on Town-owned lands and all other open spaces.

GENERAL GOVERNMENT

TOWN CLERK

Patrick Joseph Ward

On Tuesday, February 5, 2008, the Presidential Preference Primary was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 17,810 of the 26,671 eligible registered voters in the Town, or 66.8%, participated in this election.

On Tuesday, May 6, 2008, the Annual Town Election was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 9,799 of the 28,853 eligible registered voters in the Town, or 33.9%, participated in this election. Appearing on the Annual Town Election ballot were two Proposition 2 ½ ballot questions. Question 1B, a general override of \$6,200,000 in additional real estate and personal property taxes, was passed by a vote of 5,236 Yes and 4,305 No.

On Tuesday, May 27, 2008, at 7:00 P.M., Town Meeting Members convened for the Annual Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium. The Annual Meeting was adjourned to Wednesday, May 28, 2008 and dissolved on Thursday, May 29, 2008 at 11:23 P.M. in order to complete the business of the thirty-three article Warrant. Significant actions taken at the Annual Meeting included the approval of the FY2008 budget with total appropriated expenditures of \$191,861,309 for the Town of Brookline including:

- \$225,000 for the enhancement of town-wide hardware and software;
- \$395,000 for the renovation of the Putterham Library;
- \$1,580,000 for the rehabilitation of streets;
- \$250,000 for the rehabilitation of Town sidewalks;
- \$120,000 for the purchase of sidewalk snow clearing equipment;
- \$2,975,000 for the assessment and corrective action associated with the Newton Street Landfill;
- \$400,000 for improvements to the Winthrop Square/Minot Rose Garden;
- \$250,000 for the renovation of playground equipment, fields and fencing; and
- \$2,600,000 for reconstruction and extraordinary repairs to Brookline High School.

Other actions taken at the Annual Meeting included:

- the renaming of Philbrick Square to Philbrick Green;
- the establishment of a Selectmen's Climate Action Committee;
- acceptance of legislation exempting personal property with a value of less than \$5,000 from taxation;
- acceptance of legislation allowing qualifying senior citizens to earn an abatement on their property tax, up to \$750, through a senior volunteer program;
- a by-law amendment that increases the fine structure for dog control violations; and
- a by-law that changes Town reporting periods for campaign finance reports.

Town Clerk Patrick J. Ward asked for a moment of silence after reading the roll call of Town Meeting Members who died since the last Annual Meeting:

HONOR ROLL

Isabella Callanan

1986 - 1994

Thomas J. Dillon

1978 - 1984

Charles Wells Hubbard III

1953 - 1974

C. Mildred Piltch

1973 - 1976

Alette Reed

1966 - 1971

Thomas C. Robinson

1964 - 2008

Bernice Rosenbaum

1982 - 2004

Elizabeth M. Splaine

1967 - 1972

Shepard Spunt

1959 - 1968; 1971 - 2006

Jean B. Waldstein

1969 - 1974

On Tuesday, September 16, 2008, the State Primary was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 4,110 of the 29,675 eligible registered voters in the Town, or 13.9%, participated in this election.

On Tuesday, November 4, 2008, the State Election was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 27,971 of the 32,684 eligible registered voters in the Town, or 85.6%, participated in this election.

On Tuesday, November 18, 2008, at 7:00 P.M., Town Meeting Members convened for a Special Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium. The Special Meeting was adjourned to Wednesday, November 19, 2008 and dissolved on Thursday, November 20, 2008 at 10:41 P.M., in order to complete the business of the twenty-nine article Warrant. Significant actions taken at the Special Meeting included:

- creation of a general by-law defining the eligibility of Selectmen's health benefits;
- the amendment of the Naming Public Facilities By-law by changing the committee composition;
- an amendment to the Noise Control By-Law by adding several definitions and changing the time of day when equipment may be used;
- a resolution requiring the use of green cleaning products in all Town buildings;
- an amendment to the zoning by-law by changing the Table of use Regulations, with a sunset provision, to allow large family day care homes;
- an amendment to the zoning by-law to require the appointment of a Design Advisory Team (DAT) for Major Impact Projects;
- legislation authorizing the Board of Selectmen to file a petition with the General Court to allow the Town of Brookline to sell Taxi Licenses;
- legislation authorizing the Board of Selectmen to file a petition with the General Court to allow the Transportation Board to regulate valet parking services in the Town of Brookline; and
- a resolution appreciating the role of the City of Tsuruga, Japan in the saving of over 2,000 Jewish families rescued by Chiune Sugihara in 1941.

The Office of the Town Clerk recorded 669 births in the Town for 2008, pending final returns from the City of Boston, an increase of 18 births from the previous year. The office also recorded 393 deaths, pending final results from the City of Boston, a decrease of 13 deaths from the previous year. There were 376 marriage intentions filed and 366 marriages recorded, a decrease of 64 marriage intentions and 55 marriages from the previous year. The office processed 339 applications for U.S. passports, a decrease of 133 from the previous year.

Total revenues collected by the Office of the Town Clerk were \$115,382 in 2008, a decrease of \$19,639 from 2007 revenues.

2008 Revenues

Dog Licenses	\$	32,100.00
Certified Copies		27,870.00
Marriage Licenses		12,530.00
Board of Appeals		10,800.00
Business Certificates		9,900.00
Civil Fines		9,218.00
Passports		8,475.00
Gasoline Permits		3,000.00
Miscellaneous		1,248.00
Conservation Licenses		241.00

Conservation Licenses

Fish and Game Licenses Issued	\$	4,251.00
Fees Paid to the Commonwealth of Massachusetts		4,010.00
Fees Paid to the Treasurer		241.00

REGISTRARS OF VOTERS

The Board of Registrars of Voters is a four member board whose responsibilities include registering voters, making a local listing of residents, certifying nomination papers and petitions, processing absent voter applications, and administering election recounts. The Town Clerk serves as an Ex-Officio member of the Board of Registrars of Voters. The Democratic Registrars are Town Clerk Patrick Joseph Ward and Assistant Town Clerk Linda G. Golburgh. The Republican Registrars are Emily Livingston and Andrew McIlwraith. In 2008 the Board of Registrars of Voters administered and supervised the February 5, 2008 Presidential Preference Primary; the May 6, 2008 Annual Town Election; the September 16, 2008 State Primary; and the November 4, 2008 State Election. The Board of Registrars of Voters recorded 7,385 new active registered voters, processed 111 inactive voters and amended 7,510 affidavits of voter registration for changes of party and address, including deletes. The Board processed 7,213 absentee ballot applications. The Board of Registrars of Voters published the 2008 Street List of Persons Seventeen Years of Age and Older and established a total population of 52,387, of which 32,684 were active registered voters.

Political Parties and Designations

Total Active Registered Voters	32,684
Democrat *	16,456
Unenrolled	13,765
Republican *	2,338
Green-Rainbow*	53
Libertarian	37
Working Families*	9
American Independent	8
Interdependent Third Party	7
Green Party USA	6
Socialist	4
Constitution Party	1

*Recognized Political Party



Registrars of Voters

TOWN COUNSEL

Jennifer Dopazo

The Office of Town Counsel's primary role is to provide legal counsel for the Town of Brookline, which includes: its departments, boards and commissions, and employees who are acting within the scope of their employment. The individuals that are responsible for the daily operations of this office are: Jennifer Dopazo as Town Counsel, Joslin Murphy, Associate Town Counsel, John Buchheit, Associate Town Counsel, and Patricia Correa, Associate Town Counsel, along with the paraprofessional office staff of Kerry Fleming, Tracey Maloney, and Jane Tavolieri. The Town Counsel's Office handles a varied caseload that includes, but is not limited to: the defense of actions alleging civil rights violations, discrimination, breach of contract, special education appeals, worker's compensation claims, employment disciplinary appeals, personal injury and/or property damage cases and claims, zoning appeals and tax assessment appeals. This office pursues actions against tax-delinquent properties by filing tax foreclosure proceedings at the Land Court as well as filing Proofs of Claims at the Bankruptcy Court so that any outstanding debts owed to the Town is protected. Town Counsel and the Associate Town Counsels offer legal opinions to Department Heads, Town officials and employees on a daily basis thereby providing support services for the Town's operating departments in matters such as contract drafting, personnel matters, public records requests, and subpoenas.

The paraprofessional office staff interacts with the public and other departments on a daily basis. Among other responsibilities, they respond to the large volume of claims that are filed against the Town, pursuant to Massachusetts General Laws Chapters 84 and 258. They act as insurance adjusters in conducting accident investigations, reviewing damage estimates and routinely settling claims in amounts far less than the original demands. These types of claims allege personal injury and/or property damage due to incidents such as: when a Town employee, while acting within the scope of his/her employment, becomes involved in a motor vehicle accident or persons claiming damages due to alleged defects in the public ways. The Police Department Liaison Officer routinely files claims against insurance companies for the recovery of damage to Town owned property.

The office continues to convene G.L. c.41 Medical Panels to review and process requests for reimbursement of medical expenses submitted by disabled retired firefighters and policemen. Additionally, Town Counsel actively participates in the Town's legislative duties by assisting the public and Town departments in such matters as: the preparation of warrant articles for Special and Annual Town Meetings, drafting notices and votes for the Town's Boards and Commissions and attending meetings of the Board of Selectmen and bi-annual Town Meetings, as well as hosting the annual Conflict of Interest and Open Meeting Law Training Seminar in accordance with the newly adopted By-Law, Article 3.20 of the General By-Laws for the Town.

The personnel that comprise the Town Counsel's Office appreciate the opportunity to serve the Town of Brookline.

HUMAN RESOURCES

Sandra DeBow, Director

The mandate of the Human Resources Office is to develop and administer fair and equitable Human Resources policies for the Town and its employees and to provide a system of Human Resources administration that is uniform, fair, efficient and represents the mutual interest of the Town and employees of the Town. In 2008 we continued to focus on efficiencies ranging from group health care changes, extended sick leave and the feasibility of an enterprise-wide human resources database. We ended the year transitioning from the Town's temporary offices at the old Lincoln School back to a newly renovated Town Hall.

The Human Resources office, working with various negotiation teams, finalized successor negotiations with each union in 2008. The Town negotiations teams worked diligently at both main table negotiations and negotiations with the Public Employee Coalition (PEC) to keep overall wages and benefits for Fiscal Years 2008 and 2009 within the recommended guidelines of the 2008 Override Study Committee (the OSC). The OSC strongly recommended that the Town seek a sustainable path for personnel-related expenditures. More specifically the OSC recommended that the Town manage its personnel costs so the

combination of salaries, employee health benefits, and staffing levels grow at a sustainable rate. The negotiation teams were able to successfully meet this objective.

The Human Resources Office continues to explore new approaches to deal with ever-increasing personnel costs, primarily focusing on reducing health care costs. In 2008 we continued with the implementation of the group health changes that had been bargained effective October 1, 2007 with the newly formed Public Employee Coalition (PEC), a coalition of union representatives charged with negotiating matters concerning group health care. Those changes included a modest increase in co-pays for doctor's visits and prescriptions drugs, the institution of deductibles for in-patient services and a three-tier prescription drug program for retirees, and an opt-out program. The changes to plan design resulted in 1.3 million dollars of avoided premium costs. In order to explain these numerous plan design changes, our Benefits Supervisor, Kathy McGinnis, coordinated and hosted a number of informational sessions throughout the year to explain the specific changes that had been made to our group health plans. These information sessions were well attended and helped clarify many provisions, dispelled some misunderstandings, and fostered a smoother transition for employees and retirees.

The Town also hired a new healthcare consultant, Longfellow Benefits, whose team promises to bring fresh ideas and an energetic approach to the challenge of spiraling healthcare costs. During the spring the PEC and the Town, with the help of our new consultant, put out a request for proposal (RFP) for a group healthcare provider. Although falling short of the OSC's goal of moving into the State's Group Insurance Commission (with a mandatory application deadline of December 2008), the RFP process presented multiple opportunities to examine the complexities of healthcare providers and group health plan design. We will continue to work closely with the PEC to find innovative ways to reduce health insurance premiums. We also look to partner with the PEC to continue our wellness efforts.

For the third straight year, Kathy McGinnis coordinated the ever successful "Minutes in Motion" competition. She is leading our efforts to target wellness initiatives that create a culture of whole-life health for our employees and their families. The Office has started "Wellness Shorts," hosted by Assistant Director Leslea Noble. These brown-bag lunch "Shorts" focus on timely and relevant issues for our employees, e.g., a review of the social security and pension systems following the start of the economic crisis, and ergonomics during our move back to Town Hall. We have been able to provide these "Shorts" for no cost or negligible cost by drawing from the expertise of Town staff and our health care and employee assistance providers.

The year 2008 saw an up-tick in employees' and supervisors' use of the Town's Employee Assistance Program (EAP), provided by the Wellness Corporation, Inc. Human Resources has been encouraging managers, employees and their families to seek out assistance of the Wellness Corporation for a variety of issues, including budgeting and legal assistance, parenting skills, and on-the-job conflict assistance. This approach is an extension of our whole-life wellness philosophy. By using the EAP to help employees alleviate stressors on the job and at home, we hope to improve the quality of life for our employees and to greatly improve productivity and provision of services to the citizenry.

The Human Resources Office continues to address sick and injured leave issues, working to ensure employees get the best treatment possible for any illness or injury suffered on the job and also working with departments to identify and target areas that are subject to misuse. A critical component of these endeavors is our occupational health nurse, Pam Payton. Her primary focus continues to be case management and ensuring that our employees receive a high level of care and treatment. Proper care and treatment ensures employees get better more quickly, are able return to work sooner; and the rates of re-injury are also reduced. Our proactive approach also includes the use of litigation for claims that we find have no merit. This office under the guidance of Assistant Director Leslea Noble and the diligent administrative efforts of Christopher McLaughlin, our Workers' Compensation Coordinator, have effectively kept workers compensation and injury claims relatively flat despite greatly increased medical costs. This is an incredible achievement that we hope to continue in 2009. Other programs conducted by our occupational health division were hepatitis B and flu vaccination clinics, ergonomic assessments, back classes, as well as the "Clean Hands for Good Health" campaign, a cooperative effort with the Department of Public Health.

The Human Resources Office also coordinated a team of department heads to review and develop guidelines for use of Criminal Offender Records Information (CORI) and Sexual Offender Records Information (SORI) checks⁵. This effort was supported in large part by Margie Lalli, the Department's Human Resources Coordinator who coordinates the many CORI's that we process for our summer camps, sports activities, volunteers and other positions that mandate or recommend criminal background reviews. These guidelines will ensure that the Town is appropriately using and reviewing criminal background checks and consistently applying them across the various departments.

Following the recommendation of the Override Study Committee, this office worked with the School Administration to study the feasibility of merging the Town and School Payroll offices. This merger is expected to be fully implemented in 2009 and will reduce redundancies and create efficiencies that were not possible under two separate offices. This merger also reduced the school staffing by one position.

Finally, the Human Resources Office continues to analyze its processes and protocols both within its own and across all Departments with a goal of obtaining a central database of real-time Human Resources information. Such a database is critical to reduce redundancies, to ensure consistent practices and to reduce human error not only in the Human Resources Office, but the budget and payroll offices and at the Department level. Currently each Department has its own method of tracking and analyzing its personnel actions and data, e.g., sick time usage, promotions, new hires. The information, which varies widely across departments, is eventually funneled to the Human Resources and Payroll office for processing and execution. The goal is have all stakeholders utilizing the same data from a single source of information. Having a centralized, enterprise-wide database will greatly improve our ability to recruit high caliber employees, to quickly on-board and off-board employees, and will more efficiently address our existing employees' personnel actions, such a leave accruals, promotions, changes in health care and other benefits. The database would greatly increase our ability to forecast staffing needs, avoiding shortages and reducing overtime costs; and to more precisely address our capital needs. Such efficiencies will allow the Town to maintain or increase the quality and quantity of services that the Town is able to provide to its citizenry as we move forward through these tough economic times that impose significant pressures on our personnel costs. This ambitious project continues to move forward and we are hopeful that we will begin to roll out such a database in the near future.

Human Resources Board

The Human Resources Board, under the leadership of Chairman Ken Kenos, has continued to support the Human Resources Department in its efforts to develop and administer fair and equitable policies for the Town. Its dedication to this goal was evident in 2008 with its regular monthly meetings which dealt with a wide range of issues, and did so judiciously and promptly. The Board continues to be a valuable asset to the Board of Selectmen as well as the Human Resources office allowing that office to meet its mandate of providing a system of Human Resources administration that is uniform, fair, efficient and represents the mutual interest of the Town and employees of the Town.



Human Resources Board
L-R: Gerald Raphael, Edward DeAngelo,
Chairman Kenneth V. Kurnos, Jacqueline Young and Randall Ravitz

The Human Resources Board had a productive year, meeting the first Tuesday of each month. In 2008, the Board reviewed four grievances, considered and approved four reclassifications and one new position. Two of the reclassifications included positions that were necessary to staff the newly merged Town/School payroll office. The Board also reviewed the current CORI policy (while the Department Heads reviewed the guidelines) and recommended an expansion of the scope of the policy to include SORI information.

The Human Resources Board also began to move forward on its Fall 2006 "Study of Civil Service in Brookline". The comprehensive study closely examined the current status of the state's Civil Service System. The report was the result of a significant undertaking by the Board, including a detailed historical account of its progression to its current broken state. The report found the "quality of services in Brookline is high across the board". This speaks to the will of the citizens in a long-honored culture of excellence which includes the quality of personnel at all levels." However, it also questioned whether the system would be fixed in the foreseeable future. The report concluded, "While it is in the interest of Brookline citizens for the Town to be a fair and equitable employer and to protect its valued and valuable work force, the vagaries of a dysfunctional civil service system do not serve the goals of equity, efficiency, or excellence". Further, the Board recognized that "to maintain, or to eliminate, civil service is ultimately a political decision that should be addressed by Town Meeting, the representatives of the resident taxpayers of Brookline". As such, the Human Resources Board anticipated drafting a warrant article to be presented in the Spring 2009 Town Meeting, to address this very issue.

PUBLIC SAFETY

POLICE DEPARTMENT

Daniel O'Leary, Chief

Throughout 2008, the Police Department continued to provide the highest level of services to the citizens of Brookline. By taking on new challenges we continue to strive for excellence in our police service. Once again we have trained more police officers, provided on-going higher levels of training for all officers, and as always continue to focus on our main mission – to prevent and eliminate crime in our Town.

In 2008 the Police Department hired and trained seven new recruits. The seven officers entered the Lowell Police Academy in May of 2008 and graduated in November. They are currently assigned to the Patrol Division where they will be assigned throughout their first probationary year.

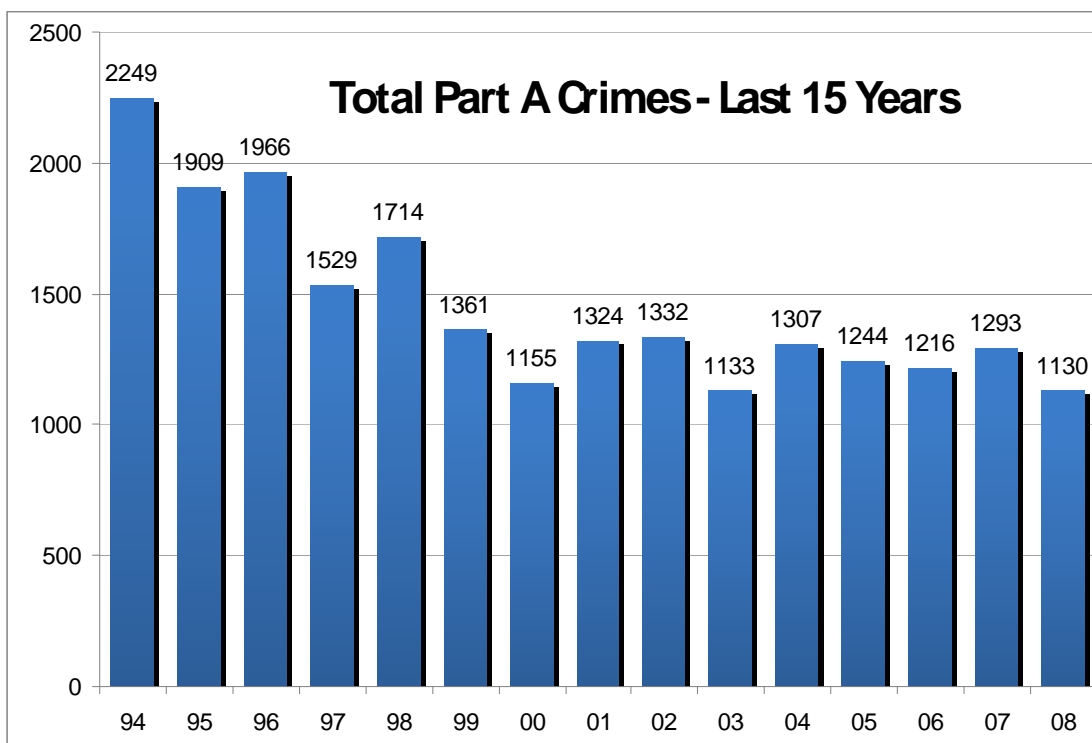


Police Recruits Sworn In by Town Clerk Pat Ward

In 2008 the Police Department had three promotions within the ranks. In October of 2008 Patrolman Robert Murphy was promoted to the rank of Sergeant. In December of 2008 Sergeant Andrew Lipson was promoted to the rank of Lieutenant and Patrolman Robert Lawlor was promoted to the rank of Sergeant. All three of these officers are currently assigned to the third platoon in the Patrol Division.

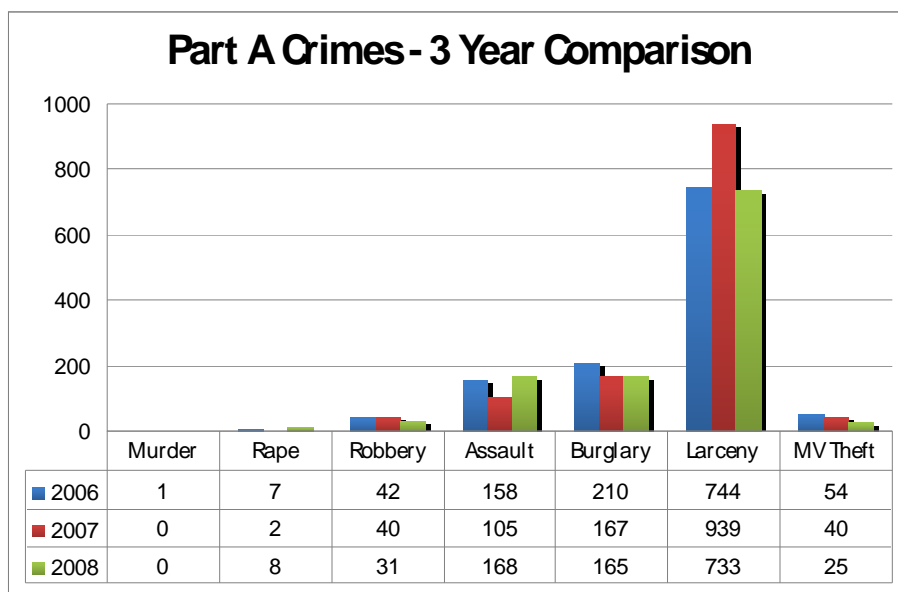
Crime Overview/Calls for Service

The following is a summary of Part A Crimes in Brookline during 2008. Part A crimes include: murder, rape, robbery, assault, burglary, larceny and motor vehicle theft. In 2008, there were a total of 1,130 Part A crimes reported in Brookline, *down 13%* from the 1,293 Part A crimes reported in 2007. Crime in 2008 was down in five of the seven categories as compared to last year, with increases in incidents of rape (increasing from two to eight) and assaults (increasing from 105 to 168).



As the above graph shows, crime in Brookline is at the lowest it has been in recent years. In fact, in 2008 we had almost exactly half the crime we saw 15 years ago.

The following graph shows the year-to-year comparisons for each crime category for the last three years.



THE FOLLOWING IS A BREAKDOWN OF EACH PART A CRIME TYPE FOR 2008:

MURDER

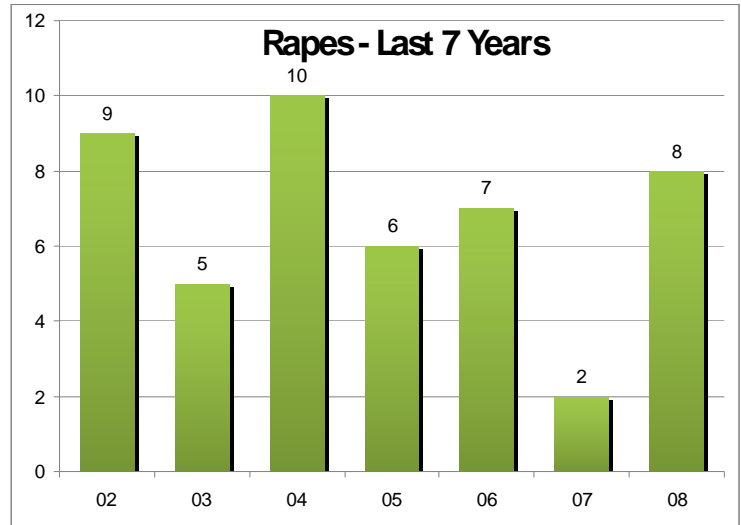
There were no murders during 2008 or 2007. There was one attempted murder in August 2008 and an arrest was made in that case. There was one murder that occurred in 2006.

RAPE – UP 300% FROM 2 TO 8

During 2008, there were eight rapes reported, up from the two reported in 2007. An additional two rapes were reported during 2008 that occurred in previous years (2007 and mid-1960s). Five of the 10 cases involved the rape of a child/ren. Three cases involved parties who met online.

There were six arrests made out of the 10 cases reported during the year. Three cases remain active - one involved the digital penetration of a female during a street robbery by an unknown suspect, one is a case of date rape which is under investigation and the third involved two patients at a mental health facility which is also still under investigation.

One rape was reported to have occurred during the mid-1960s and was the rape of child by a teacher and the statute of limitations has passed on this case.

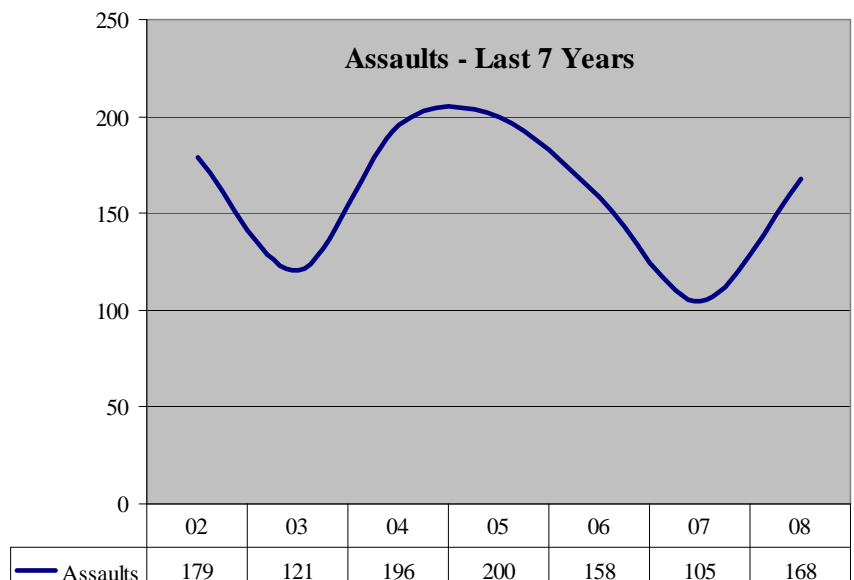


ROBBERY – DOWN 23%

There were 31 robberies during 2008, down 23% from the 40 robberies reported in 2007. Of these 31 robberies, four involved a firearm, six involved a knife, three involved another type of weapon and 18 were unarmed/strong-arm robberies. Fourteen of these cases remain active, 16 resulted in arrests or court action and one was cleared exceptionally. Six cases involved the arrest of juvenile suspects. These robberies occurred on the street (17), at stores (5), banks (7), an ATM (1) and in a residence (1). Included in the 31 robberies are three incidents that are classified as attempts only.

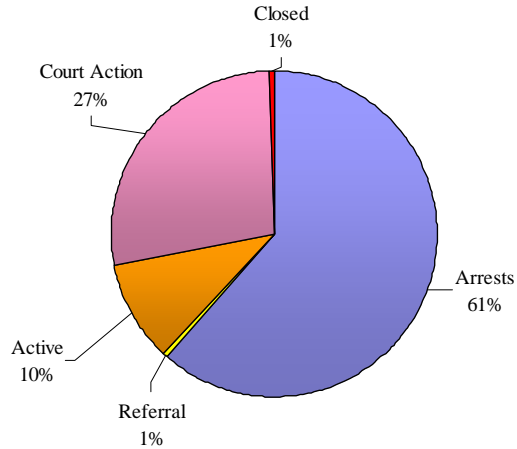
ASSAULT – UP 60%

There were a total of 168 assaults reported in 2008, up 60% from the 105 reported in 2007. Sixty one of these involved the use of a weapon and 107 involved the use of hands/fists/feet. A knife was used in 16 cases and another type of weapon (such as shod foot, wall, belt, bat) in 45 of the other cases. There were no assaults involving a firearm. A total of 89 (53%) of the 168 assaults were domestic violence cases (with some type of weapon being used in 30). Eighty-eight of the 89 domestic violence assaults have been cleared. There were eight assaults on police officers.



Arrests were made in 103 (61%) of the cases, 46 (27%) led to court action, one was a referral to another agency and one was carried as closed with sufficient action taken by another agency, the Brookline High School. Seventeen (10%) of the cases remain active. One of those is a domestic case, which was an assault between roommates.

Case Status of Assaults



Additionally, during 2008, there were seven indecent assault and batteries. Of the seven, three led to an arrest, three are active and one led to court action. Indecent A & Bs, such as sexual assaults (0 cases), open and gross (5 cases) and indecent exposure incidents (3), are classified separately as sex crimes.

BURGLARY – DOWN 1%

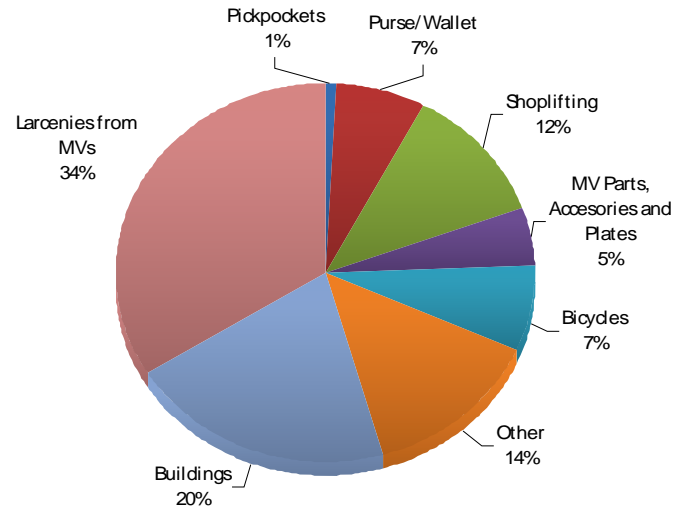
Burglary is down 1% in 2008 with 165 incidents, versus the 167 burglaries reported in 2007. This number includes 22 attempts. 132 burglaries (80%) were of residential properties and 33 (20%) were of nonresidential properties, including a school, offices, commercial establishments and storage units/sheds. 125 cases remain active, 17 resulted in an arrest, 11 in court action and 12 were cleared exceptionally.

LARCENY – DOWN 22%

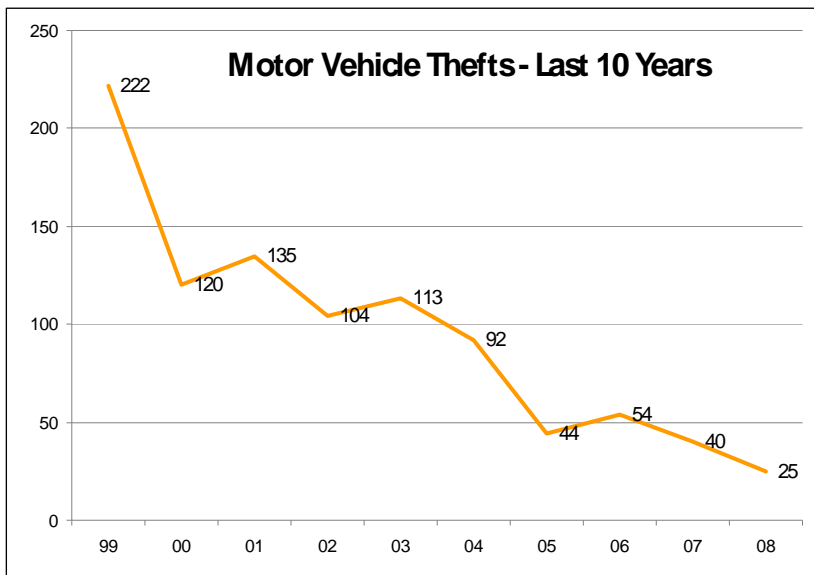
In 2008, there were 733 larcenies, including 12 attempts. This is down 22% from the 939 larcenies that were reported in 2007.

In 2008, there were 245 larcenies from motor vehicles. There were a total of 258 car breaks in which 13 cases had nothing taken. Additionally, there were 147 thefts from a building, 85 shopliftings, 53 bikes stolen, 49 wallets/purses, 35 auto accessories and plates stolen from cars, seven pickpockets and 100 other/miscellaneous types of thefts (credit cards, from coin machine, depositories, mailboxes, etc.). Of the 245 larcenies from motor vehicles, there were 101 GPS units stolen.

2008 Larcenies by Type



MOTOR VEHICLE THEFT –DOWN 38%

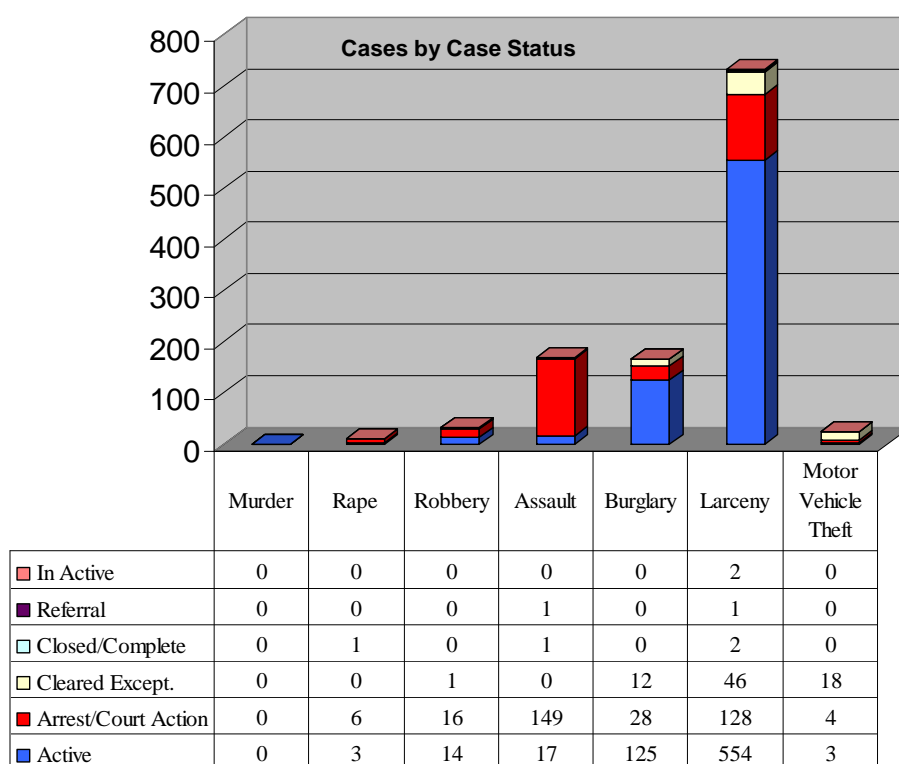


There were 25 motor vehicles stolen during 2008, down 38% from the 40 reported in 2007. This year, there were also two attempts reported (one of a motor vehicle, one of a motorcycle). Twenty-two of the 25 cases were cleared as a result of recovering the motor vehicle, including four cases which resulted in an arrest or court action. Three cases remain active with the motor vehicle (and in one case a scooter) still missing. There were seven motor vehicles initially reported stolen which were determined to be unfounded/baseless reports because the motor vehicle was towed, lost, etc. The most common motor vehicle makes stolen during the year were Toyota (7), Honda (4), Chevrolet (3), Audi (2) and Ford (2).

This is the lowest number of motor vehicle thefts reported in over 10 years, which is likely due to a combination of increased patrol/enforcement efforts and technologically advanced anti-theft devices and onboard global positioning systems.

POLICE ACTIVITY FOR 2008

- **Arrests** – During 2008, there were 636 arrests, up 6% from the 599 arrests during 2007. There were also 59 people taken into protective custody in 2008.
- **Clearances** – Of the 1,132 Part A crimes reported during 2008, there were 331 cases cleared by arrest or court action, 77 cleared exceptionally, four closed/completed, two referrals to other agencies, and two carried as inactive, resulting in a 37% clearance rate for the year (416 cases). This is same clearance rate as last year. 716 of the 1,132 cases reported in 2008 remain active. The chart bellows shows 70% of rapes, 55% of robberies, 90% of assaults, 24% of burglaries, 24% of larcenies and 88% of motor vehicle thefts were cleared/closed.
- **Field Interviews** – In 2008, there were 1,053 field interviews conducted, down 12% from the 1,194 field interviews in 2007.



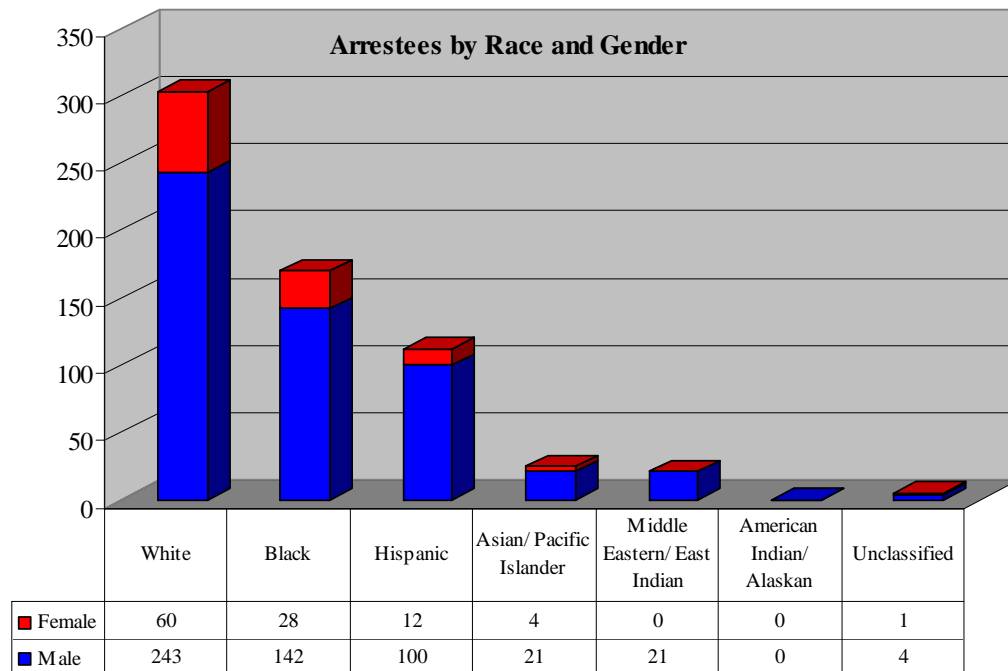
- **Moving Violations** – During 2008, there were 17,347 moving violations issued, down four percent from the 18,014 that were issued during 2007. In 2006, there were 16,678 moving violations issued.
- **Parking Tickets** – During 2008, there were 157,758 parking violations issued for a total of \$5 million in fines and penalties. This number is up from the 152,789 parking violations issued in 2007 (and \$4.7 million in fines and penalties).
- **Calls for Service** – In 2008, there were 61,277 police calls entered into the CAD system (including activities such as prisoner processes, services of papers and officer report writing and excluding activities such as out of services and reporting in/off duty).
- **Use of Force** – In 2008, there were 21 incidents of force used by police officers on civilians, down 25% from the 28 reported in 2007. These 21 incidents involved 17 suspects (with multiple types of force being used on four subjects) and included the use of a firearm with no discharge (8), pepper spray (3) and physical use of hands (10). There were no incidents of force used on animals this year, versus eight in 2007. 15 of the 17 subjects were arrested and two involved a person with mental health issues who received medical evaluation. Use of force incidents require documentation and include anything beyond compliant handcuffing.

Motor Vehicle Pursuits

In 2008, there were two motor vehicle pursuits. Both incidents involved stolen motor vehicles. The operators in both cases were apprehended and arrested. Review of these incidents by the Office of Professional Responsibility determined that the officers who engaged in these pursuits complied with the guidelines, policies and procedures set forth by the Department. It is noteworthy that only two incidents resulted in motor vehicle pursuits considering the amount of motor vehicle stops and arrests the Department makes.

Race and Gender

As the following charts illustrate, there were 636 arrests in 2008. 48% of the people arrested were white, 27% were black, 18% were Hispanic, four percent were Asian/Pacific Islander, three percent were Middle Eastern/East Indian, none were American Indian/ Alaskan Native and less than one percent were not classified by race. 83% of the arrestees were male and 17% were female.

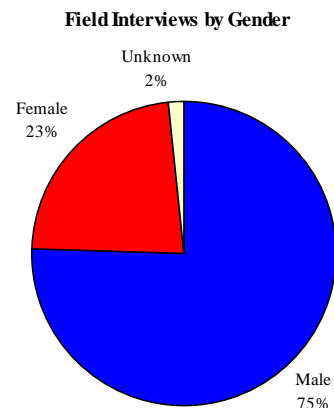


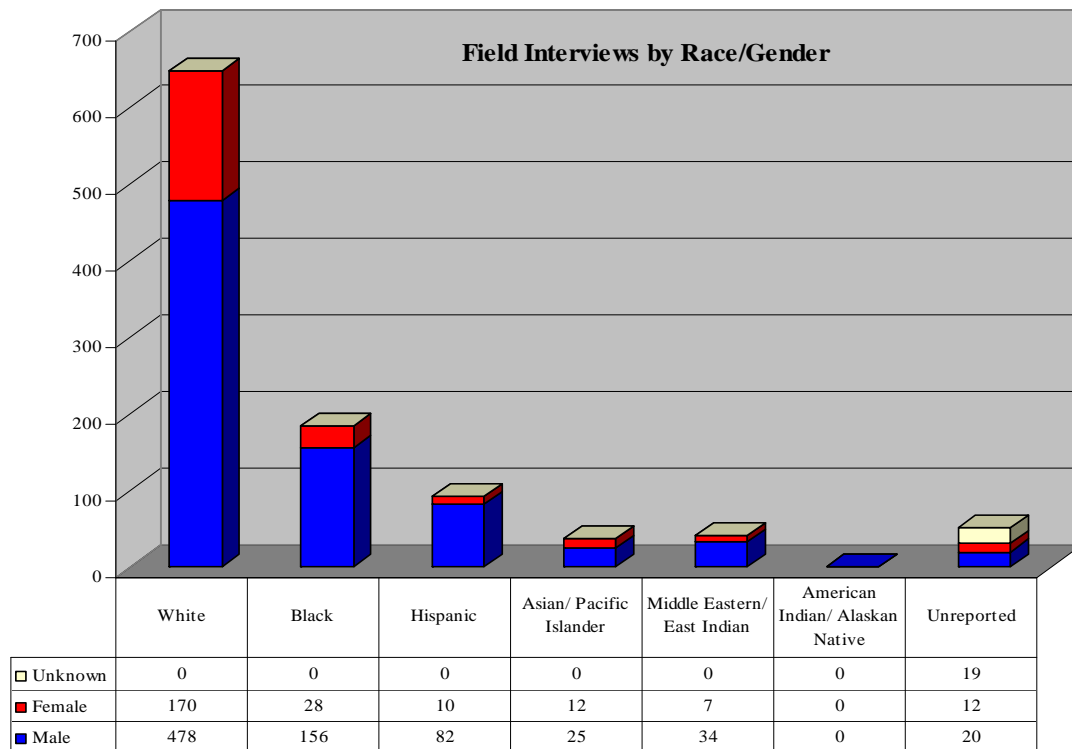
During 2008, the BPD also placed 59 people into protective custody (PC) for being under the influence of alcohol. 73% of these PCs were white, seven percent were black, 14% were Hispanic, three percent were Asian/Pacific Islander, two percent were Middle Eastern/East Indian and zero percent were American Indian/ Alaskan Native.

Arrests for 2008 are up six percent from the 599 made last year. This year's racial and gender breakdown almost mirrors that of last year with 2007's arrest breakdown of 48% white, 29% black, 18% Hispanic, 2% Asian/Pacific Islander, 3% Middle Eastern/East Indian and less than one percent American Indian/ Alaskan Native. In 2007, 82% of the arrestees were male and 18% were female. While in 2008, 80% were male and 20% female.

FIELD INTERVIEWS

In 2008, there were a total of 1,053 field interviews conducted, down 12% from the 1,194 field interviews during 2007. Of these people who were stopped and questioned for suspicious or nuisance activity, town-by law violations and/or interviewed as part of an investigation, 62% were white, 17% were black, nine percent were Hispanic, four percent were Asian/Pacific Islander, four percent were Middle Eastern/East Indian and none were American Indian/Alaskan Native. Five percent were not identified by race.

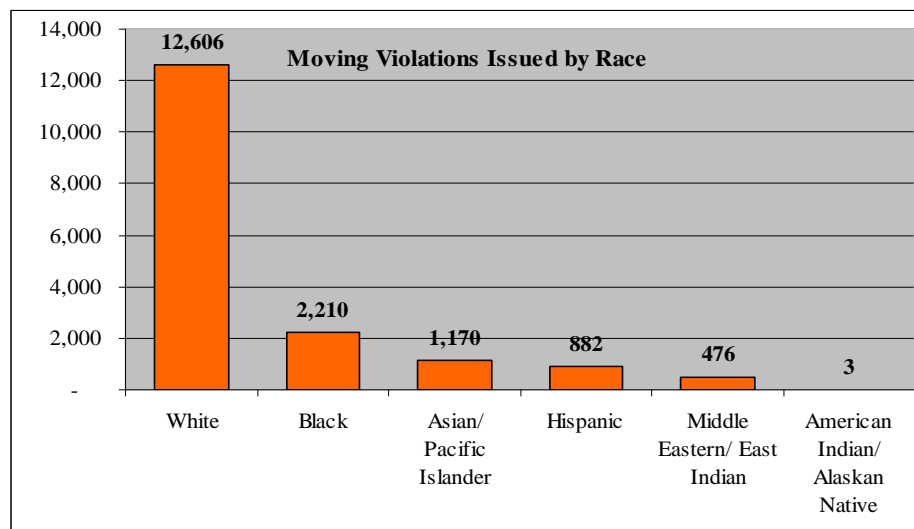




The race and gender breakdown of field interviews conducted in 2008 remains fairly consistent with prior years. In 2007, there were a total of 1,194 field interviews conducted. Of these people, 58% were white, 19% were black, 10% were Hispanic, four percent were Asian/Pacific Islander, two percent were Middle Eastern/East Indian and less than one percent were American Indian/ Alaskan Native. Seven percent were not identified by race. 72% of the people field interviewed were male and 21% were female and six percent were not identified by gender.

MOVING VIOLATIONS

The following totals represent the number of persons stopped and issued a written moving citation during 2008. During 2008, there were 17,347 moving violations issued, down 3.7% from the 18,014 that were issued during the 2007. Of the motorists issued citations, 73% were white, 13% were black, seven percent were Asian/Pacific Islander, five percent were Hispanic, three percent were Middle Eastern/East Indian and less than 1% were American Indian/ Alaskan Native. Of these citations 60% were issued to males and 40% to females.

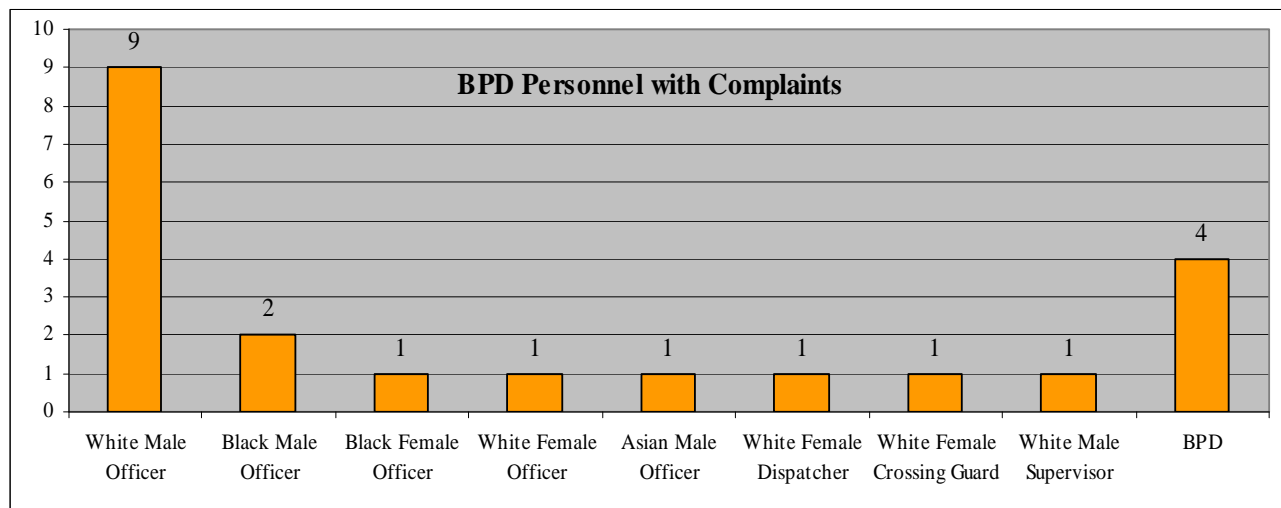


These figures almost mirror those from 2007.

2008 Moving Violations: 17,347			
Race		Sex	
White	12,606	Male	10,319
Black	2,210	Female	7,008
Asian/Pacific Islander	1,170	Unreported	20
Hispanic	882		
Middle Eastern/ East Indian	476		
American Indian/Alaskan Native	3		
Totals:	17,347		17,347

CITIZEN COMPLAINTS:

During 2008, there were 19 citizen complaints filed with the BPD's Office of Professional Responsibility, up from 16 last year. These 19 complaints were against 21 members of the BPD (with two officers named in two complaints). Of the complaints, 43% were against white male officers (9), 10% against a black male officer (2), five percent against a black female officer (1), five percent against a white female officer (1), five percent against an Asian male officer (1), five percent against a white female dispatcher (1), five percent against a white female crossing guard (1), five percent against a white male supervisor (1) and 19% against the Brookline Police Department (4). Of the complainants, six were white males, six were white females, two were black females, one was an Asian female and one was a Hispanic male. Three complaints were initiated by the BPD. Only one of the 19 citizen complaints were appealed to the Board of Selectmen.



The relationship between complainant/officer, nature of the complaint and the finding is below:

Complainant	Officer	Nature of Complaint	Finding
Asian Female	White Male	Discourtesy	Mediated
Black Female	BPD	False arrest/Procedures	Unfounded/sustained
Black Female	BPD	Procedures (arrest)/ Racial Profiling/Excessive Force	Unfounded (appeal to BOS)
BPD	White Male	Rules/Regulations	Filed
BPD	White Female	Conduct Unbecoming	Sustained
BPD	White Male	Policy/Procedure	Filed
Hispanic Male	Black Male	Discourtesy	Not sustained
White Female	White Male/White Female Dispatcher	Procedure violation	Sustained
White Female	BPD	Procedures (parking appeal)	Mediated/Filed
White Female	BPD	Procedures (arrest)/Pysch Commitment	Review/Unfounded
White Female	Asian Male	Discourtesy	Mediated
White Female	White Male	Substandard Service (front desk)	Filed
White Female	White Female Crossing Guard	Conduct Unbecoming (sick time use)	Sustained
White Male	White Male	Investigation misconduct (MV crash)	Unfounded
White Male	Black Male	Traffic enforcement (procedure)	Filed
White Male	White Male	Discourtesy	Sustained
White Male	White Male	Substandard Service (front desk)	Filed
White Male	Black Female	Harassment	Unfounded
White Male	White Male/White Male Supervisor	Enforcement discrimination/Rude & Discourtesy	Unfounded

Administration

Aside from the decreases in Part 1 crime, the Brookline Police Department has fully implemented a National Incident-Based Reporting System that allows us to more accurately capture data making crime analysis more effective. In 2008 the Police Department updated all of our policies and procedures. This is a major step in achieving accreditation status. Once this is attained our policies and procedures will be recognized as meeting or exceeding the standards set for all police agencies. We continue to train our Officers in all of the current issues facing law enforcement. This year we implemented a new training tool for on-line training offered by the Municipal Police Institute. This Institute has developed an on-line training system ensuring our officers receive the most up-to-date information available. In 2008 the Police Department expanded our wireless capabilities by migrating police cruiser computers from air cards to wireless. This allows for more efficient transmittal of information to street officers. It also allows them to access more information so that they can do their work more efficiently, effectively, and safely.

In 2008 we continued the Department-wide in-service training program, which is a continuous program. As part of this program all officers were trained in First Aid and CPR, annual firearms qualifications, and night time firearms training (to ensure proficiency in dark and diminished light situations). All officers also participated in simulated active shooter training at Brookline High School. Officers were put in teams of four and completed several different scenarios where there was an active shooter in the school. The teams were trained to locate and eliminate the threat. We continued to train our officers on updates in criminal law, civil disobedience and crowd control and how to recognize and handle emotionally disturbed people. This year the entire Department was trained and qualified with the patrol rifle.

Patrol Division

As always the Patrol Division is the front line of law enforcement and service to the citizens of Brookline. Through the use of effective patrol strategies, we have experienced a decrease in almost all crime categories. Officers have made a number of on-site arrests and have conducted thorough preliminary investigations which allow for successful follow-ups of the crimes resulting in more arrests and clearances. In continuing to improve quality of life issues the Patrol Division worked to solve various community problems that negatively impact our neighborhoods. One major success has been in North Brookline where the Patrol Division has made a significant impact on loud party problems. This has been accomplished through collaboration with community members and area colleges as well as the effect of a directed patrol during the hours of 10:00 pm and 3:00 am on weekend nights. The Patrol Division has also maintained a visible presence in the public and private schools throughout the Town, creating a

sense of safety and security for students and parents. This increased presence has also created a trust between officers and students that has many times created positive results for the students and the school communities as a whole. The Patrol Division, in collaboration with the civilian parking control personnel, has made dramatic improvements in the parking enforcement plan of specific residential and commercial areas. This plan is continuously updated to reflect changes in parking problems throughout the Town.

Criminal Investigations Division

The Criminal Investigations Division continues to work diligently to solve crimes reported through various investigative strategies. In 2008 the Division continued to update intelligence capabilities to assist in this effort. In 2008 the Criminal Investigations Division completed the data entry of existing intelligence data into the recently activated intelligence software system. This allows for searches using real-time intelligence compared with historical data. The Criminal Investigations Division continued to strengthen its partnership with the Boston Police Department's Regional Intelligence Center utilizing daily briefings to develop robust intelligence which is disseminated Department-wide on a timely basis. In 2008 cyber crime was identified as an area of concern; therefore the level of training for computer related crime has increased. Two detectives assigned as representatives to the Attorney General's Cyber Crime Initiative are attending quarterly training sessions on areas such as digital evidence, on-line investigative tools, and fraud/phishing scams. A detective also attended the Fundamentals of Cyber-Crime Investigation, which was a forty hour program developed by the University of Tennessee, Law Enforcement Innovation Center in conjunction with the United States Department of Justice. Finally all of our detectives have been educated on Chapter 205 of the acts of 2008, Child Protection Act, which updated Massachusetts law in regards to search and seizure issues with cell phones, PDA's, and IP addresses. The ID Unit's acquisition of two high resolution cameras and expanded data storage space of the SPEX Automated Fingerprint System has allowed this Division access to a large catalogue of finger and palm prints for future comparison against latent crime scene prints. In 2008 the identification unit had the highest percentage of latent finger print identifications to entries coming in at 21% as reported by the Massachusetts State Police Automatic Fingerprint Identification System. In addition, they also had the highest number of ten print to latent identifications than any other Department using the State system.

The Division amplified its commitment to combating domestic violence by revising the departmental domestic violence policy. The investigation and report writing sections now include ascertaining any high risk indicators that are present, which would put a victim at greatest risk of a serious assault or potential lethal attack. In 2008, as part of the on-going in-service training, all Officers were trained in recognizing what these risk indicators are and how to include this information in their reports in a format that is conducive to coordination and safety planning between the victim, police, probation and the District Attorney's Office. Throughout 2008 the Division continued on-going efforts aimed at reducing the impact of violent crimes occurring in Brookline by actively participating in a partnership with the Boston Police Department funded, in part, through the State's Shannon Grant Anti-Gang Initiative.

Community Service Division

In 2008 the Community Service Division actively participated in a police-school collaborative effort in developing ideas, curriculum content, and co-planning strategies for programs that had been established in the school system in grades 5 through 10, but needed updating and enhancement. This work included the cross-training of personnel in these programs throughout the different grade levels within the Police-School partnership program. Working with the schools throughout the Town, the Community Service Division assisted school personnel in the development of a comprehensive and uniform plan of action in the event of a critical incident occurring on or near school property. Community Service Officers directed and supervised exercises of school personnel and students in implementing, in a mock situation, their plans of action. As always, the Community Service Division continued working with the grammar schools and high school in drug awareness programs, teen dating violence prevention, and bullying issues. In 2008 the Community Service Division Sergeant, Sergeant Michael Raskin was selected as the Northeast State's Emergency Consortium 2008 Massachusetts Emergency Manager of the Year. Sgt. Raskin is the Town's Homeland Security Coordinator.

The Community Service Officers have also been diligently working to combat the graffiti problem throughout the Town. During 2008 there were 122 reported incidents of graffiti in Brookline. This number includes both public and private property. There have been arrests or court action taken against five people who have committed graffiti crimes within Brookline in 2008. These individuals have been ordered by the court as part of their sentence to serve community service hours specifically to remove graffiti.

This year the Division tracked and recorded incidents of graffiti primarily in North Brookline. This process was accomplished by compiling the number of reported incidents of graffiti as well as an account made by officers driving through the neighborhoods documenting unreported incidents of graffiti. As a result a total of 250 locations throughout North Brookline were identified as being defaced by graffiti. Through a combination of work through the court ordered community service program and the Norfolk County Sheriff Department's inmate work crew, who were working in Brookline during the month of September, approximately 145 locations were cleaned. Overall approximately 72% of the graffiti tracked within the Town in 2008 was removed. Despite the success, our battle against graffiti continues to be a problem. The Community Service Division will continue to work closely with surrounding communities to share information regarding the identity of graffiti vandals and will continue to utilize those having to serve community service hours for clean up to keep up with the graffiti problem. All of these efforts in conjunction with what has already been done will help reduce the amount of graffiti incidents as well as the amount of graffiti in public view.

Traffic Division

In 2008 the Traffic Division continued to utilize their selective enforcement of motor vehicle violation practices and have seen a noticeable decrease in citizen complaints regarding moving violations. The Division has continued the child passenger safety program in collaboration with the Community Service Division, eight hundred child car safety seats were installed by trained officers for the residents of Brookline and surrounding communities. They have also continued aggressive school bus safety initiatives in an effort to safeguard all children who travel through the Town. During 2008 the Town of Brookline underwent two significant construction projects, both of which were overseen by the Traffic Division. All traffic officers and supervisors received training to be able to perform the duties of both, motorcycle officers and traffic crash reconstruction officers. In the Records Division we have remained highly successful, meeting the needs of the Police Department and the public.

Public Safety Dispatch

In 2008 the Public Safety Dispatch Division improved their recruitment and hiring process by expanding recruitment efforts and utilizing pre-employment examinations, more extensive pre-employment interviews, and psychological examinations. This year five new dispatchers were hired and trained in all aspects of the public safety dispatcher position. An additional dispatcher allowed for a modified personnel schedule. The four and two work schedule will significantly reduce overtime costs. This Division also received funding through the State's E-911 fund to upgrade and enhance technology within the dispatch center in order to provide support for their operations.

Emergency Management

2008 was a busy year for the Brookline Emergency Management Team (BEMT). During the winter of 2007-2008, the Emergency Management Team began to utilize the Emergency Operations Center to coordinate snow emergencies. Representatives from Police Department, Fire Department and the Department of Public Works established priorities and coordinated resources to improve the Town's response to severe winter weather.

In total, the Emergency Operations Center (EOC) was utilized over 25 times for "watch" and "partial" activations during natural and man-made incidents and pre-planned events. The center was also used for training, exercises and BEMT meetings. During the Boston Marathon, the EOC was utilized for a tabletop exercise and was activated for the Marathon itself. This partnership demonstrated that the EOC exemplifies the spirit of communications, cooperation, and coordination that exists amongst the various disciplines represented on the BEMT.

Members of the BEMT continued to work closely with the Massachusetts Emergency Management Agency (MEMA) on several initiatives, including, contributing to the Local Emergency Management Planning Guidebook, and the Emergency Management Director's Advisory Committee. The Emergency Service Function Six (ESF-6) Task Force, worked on regional evacuation, mass care sheltering and pandemic flu/public health emergency planning.

An update to the Town's Continuity of Operations plan was completed. This plan establishes operational procedures to sustain essential functions, and provides a guide for the restoration of full functions if normal operations in one or more of the Town's departments is not feasible.

In 2008 Citizen Corps volunteers (Community Emergency Response Team/Medical Reserve Corps/Volunteers in Police Service) were activated on several occasions and took part in numerous volunteer development training programs. These volunteers activated and established temporary shelters as a result of fires at 103 Sewall Ave. and 9 Strathmore Rd. They also established cooling centers during heat waves and assisted with waterfowl decontamination after the Muddy River oil spill. These volunteers continue to be dedicated to assisting the Town and the Emergency Management Team with great compassion and skill.

Animal Control

In 2008 the Animal Control Officer worked with the Park and Recreation Commission on developing an effective enforcement program to ensure the success of the Green Dog Program. The officer worked to increase compliance with the registration requirements of the Town regarding dog licensing. The Animal Control Officer developed and implemented a contract with the Brookline Animal Clinic for the service and storage of animals who are found injured, sick or stray. In 2008 the Town of Brookline experienced an increase in complaints of wild animals, most specifically turkeys. The Animal Control Officer provided outreach to the residents affected on the best way to deal with such animals.

As we begin a new year in 2009, the Police Department will continue to serve the Town of Brookline with diligence continuously striving for excellence. As always we will continue to build better relations with our residents, business community, and all who visit the Town. By utilizing all of the programs described above, and more we will continue to reduce and prevent crime, thereby maintaining the high quality of life throughout the Town. Finally in this ever-changing world the Police Department will remain diligent in our efforts to keep Brookline and its residents safe.

FIRE DEPARTMENT

Peter E. Skerry, Jr. Chief



State Medal of Valor Recipients with Board of Selectmen
(L-R) Town Administrator Richard Kelliher, Firefighter Gerald J. Murphy,
Lieutenant Paul R. Pender, Firefighter Frederick C. Johnston, Chief Peter Skerry,
Board of Selectmen Chairman Nancy Daly, Board of Selectmen Jesse Mermell and Betsy DeWitt

Administrative Division

The Administrative Division consists of a Chief of the Department, a Chief of Operations, an Executive Secretary and a Technical Support Specialist. The Division is responsible for the day-to-day operation and business of the Fire Department. The Division also has frequent contact with Town and State officials, other fire departments, other Town departments as well as various media and insurance companies. Further, the Division participates in the preparation of the Fire Department budget and Capital Improvement Plan and insures compliance with department policies, orders, rules, and procedures.



38 Harrison Street Fire

Fire Suppression Division

Fire Suppression is the largest Division of the Fire Department. It is staffed by four Deputy Chiefs, seven Captains, 21 Lieutenants, and 113 Firefighters. They are assigned to four groups which work on a rotating schedule manning two ladder trucks, five engine companies and one command vehicle. They respond from five fire stations geographically situated about the Town.

The Fire Suppression Division performs a wide range of services, primary of which is the timely response to alarms of fire from various sources and responses to medical emergencies. The Department responded to almost 8,000 calls in 2008. The calls varied from alarm activations in high-rise residential structures by means of master fire alarm boxes to central station notifications in private residences. The most common source of notifications was from telephone calls. Fire companies investigated and mitigated many hazardous conditions in numerous mercantile and commercial occupancies.

Some of our calls are for motor vehicle accidents involving the extrication of trapped occupants and the rendering of first aid. Just such a case occurred on June 16 when fire companies responded to Harvard and Babcock Streets to find a horrific scene. Four vehicles had crashed and three of them were on fire with numerous people injured and trapped. The Incident Commander conducted simultaneous operations of extrication, fire suppression, and first aid to bring about a successful conclusion. The Fire Department recognized and commended eight officers and firefighters for their professional actions that demonstrated the epitome of training, teamwork and dedication to duty.

The most notable of our responses were four multiple alarm fires involving properties on Sewall Avenue, Harrison Street, Penniman Place, and Strathmore Road.



Sewall Avenue Fire

The first fire occurred on March 16th on Sewall Avenue. The Fire Department was stretched to its limits and requested Mutual Aid from other communities to contain and extinguish a large blaze that fully involved a residential property under renovation. Due to the efforts of the firefighting forces, the blaze was contained and extinguished with minimal extension to surrounding properties. The cause of the fire was thoroughly investigated by our own Fire Investigation Unit with assistance from the State Fire Marshal and the cause was determined to be arson.

The second fire occurred on April 16 on Harrison Street. Upon arrival, a coordinated fire attack was initiated along with an aggressive search and rescue effort for a reported person trapped on the second floor. In the midst of these operations, the Officers and Firefighters were put to the ultimate test. An explosion caused an interior, structural collapse which trapped one of our firefighters. The Incident Commander utilized on scene members to affect the rescue of the trapped firefighter. Three Firefighters were cited and awarded Town and State commendations for their bravery and dedication to duty.



3 Penniman Place Fire

Finally, the Department was challenged by Mother Nature on New Year's Eve by a large fire involving a private residence on Penniman Place. Responding companies not only battled the tremendous flames they encountered in this fully involved home but the sub-zero temperatures. Once the determination was made that the life hazard no longer existed, defensive operations were set up until the fire was extinguished. Operations in this type of environment once again proved what our firefighting force is made of.

The Fire Suppression Division has many more responsibilities. The Fire Prevention Inspection program co-ordinates the inspection and pre-fire planning of all residential buildings of six units or more by the fire companies. The fire companies are in-service and available to respond to any emergency while conducting these inspections thereby performing double duty. Suppression fire companies conducted over 700 building inspections and over 1,000 smoke detector inspections for properties being sold or refinanced. If violations were found, the Officer would issue an abatement and schedule a re-inspection for corrections and compliance. The fire trucks also conducted over 80 fire drills at both public and private educational facilities located throughout the Town.

Training is a major aspect of every Fire Department, including ours. Single unit, in-house training on tools, equipment and procedures is conducted by the company officer. Multi-unit training utilizing our drill yard at the Hammond Street Station is conducted by our training staff. Utility hazard classes for dealing with gas, electric and MBTA situations are taught by specialty instructors from the utility companies. Classes on pumping apparatus, aerial operations, ventilation, forcible entry, ice and water rescue, hazardous materials incident mitigation, extrication, suppression techniques and command and control classes are held frequently and members are evaluated on their performance.

Many Brookline Firefighters are Emergency Medical Technicians (EMT's) and go through annual training in cardio pulmonary resuscitation, the use of the semi-automatic defibrillator, and other life saving techniques used in the administration of first aid. Medical runs account for more than half of our responses.

Homeland Security is a relatively new responsibility of the fire service. The Urban Area Security Initiative (USAI) conducts classes on local hazards and issues. Our Department maintains and operates the Metro Fire Mass Decontamination Unit at events requiring the decontamination of a large numbers of victims.

Mutual Aid is another of our responsibilities. We respond to many calls located along the borders of adjoining cities and we cover fire stations in other communities when a large fire demands the use of most of their fire trucks. In turn, mutual aid is rendered to us when the need arises.

Fire Prevention Division

The Fire Prevention staff consists of one Deputy Chief, one Lieutenant, two Firefighter/Inspectors, and one part-time intern. They are responsible for code enforcement, which consists of ensuring that all general laws and codes dealing with fire safety are adhered to. They are responsible for assisting contractors in pulling permits, plan reviews, and inspections of all new and renovated construction projects. In addition, the Division schedules all smoke and carbon monoxide detector inspections (26F's). The Division supervises the 559 building inspections of four units and above done by the fire companies. They coordinate quarterly inspections of all licensed occupancies such as nursing homes, lodging houses and restaurants. The Division investigates all fires occurring within the Town. They respond to the public regarding life safety and preservation of property and provide education for the students and elderly through the SAFE Program which is sponsored by the State of Massachusetts.

Training Division

One Deputy Chief, one Fire Captain and one Fire Lieutenant staff the Training Division. This Division is responsible for initial recruit training, as well as the continuing education and training of the Fire Department.

In the past year the Training Division completed a variety of assignments. We conducted two recruit classes one started in January and the other started in November. The January 2008 class was made up of 22 recruits from the towns of Brookline, Braintree, Needham, Norwood and Westwood. The eight week course covered the twenty-two modules required for State of Massachusetts Firefighter 1 certification. The November 2008 class was made up of eight recruits from the Town of Brookline and Norwood. The nine-week course covered the twenty-two modules required for the State of Massachusetts Firefighter 1 certification as well as the modules for the State of Massachusetts Firefighter 2 certification. In addition to the required modules other instructional elements were added to expand the base of knowledge for these recruits in subject matter not included in the State's module system.

The Training Division had a continued partnership with the Massachusetts Emergency Management Agency (MEMA), the State Homeland Security Urban Area Security Initiative (UASI), the Battle Road Regional Emergency Planning committee (BRREPC) and city of Boston's Mayor's Office of Emergency Preparedness (MOEP). Continued training in the National Incident Management System was provided. All members of the Department, including the new recruits, are trained to the Incident Command System 100 level (ICS 100) and the ICS 700 level. These ICS courses are designed to develop a further understanding of the Incident Command and its application in both emergency and non-emergency situations. These courses address the need for ICS, an overview of the structure and flexibility of ICS and an understanding of the command skills necessary to function effectively in an ICS structure.

Apparatus Maintenance Division

The Apparatus Maintenance Division consists of one Motor Equipment Foreman and one Motor Equipment Repairman. The Division is responsible for the repair and servicing of all Fire Department vehicles. The Division also maintains all auxiliary equipment such as small pumps, fans, hydraulically powered extrication, and forcible entry equipment.

The Motor Equipment Repairman is also a certified Self Contained Breathing Apparatus (SCBA) technician responsible for the maintenance and repair of all SCBA units.

All vehicles were serviced two times during the year 2008. The service consists of grease, oil, oil filter tune-ups, brake inspection and maintenance. These vehicles are also inspected as part of the annual Registry of Motor Vehicle State Inspection. Vehicles are winterized with anti-freeze and tire chains have been repaired or replaced. Hurst tools are serviced and hydraulic pressures set according to factory specifications.

All portable generators and pumps were serviced and checked. The air compressors at both Station #4 and #5 were serviced and tested. Four air samples on both compressors were taken. Aerial ladders and W#1 have been tested. Former Ladder #1 was completely refurbished (now Ladder #2) and Engine #4 had the transmission rebuilt, frame rotting repaired, suspension rebuilt, numerous lights replaced, undercoated and rust proofed and a new siren Q2B . Aerial ladders and W#1 and 15 ground ladders are now being tested by UL Company. All fire hose were tested and numerous lengths replaced. A new C#6 – Ford Taurus and a new K#5 – Fire Prevention Van – Ford E250 were received.

Fire Alarm and Communication Division

The Wire Division is staffed by one Superintendent of Fire Alarm and one Signal Maintainer. They are responsible for the maintenance and up-keep of the municipal fire alarm and communication systems.

Along with all fire alarm boxes, mobile and portable radios, the Division also maintains the fire station radio and vocal alarm communication system. They also work with private contractors on the connection between both residential and municipal alarm system.



Wire Division at Work

The Wire Division this past year assisted numerous Town departments, outside contractors and other municipal agencies in maintaining the Fire Alarm, Radio and Vocal Alarm Systems. Faulty and/or shorted cable will continue to be replaced as necessary. There are over 100 miles of fire alarm cable which run throughout the Town both overhead and underground. The cable allows Fire Department dispatchers to communicate directly with the Town's five fire stations as well as both the Newton and Boston Fire Departments. The Wire Division inspects, maintains and repairs the Fire Department's communication system both portable and vehicular.

It is the goal of the Department to install a "Radio Master Box Receiving Console" which would enable the dispatch center to receive wireless fire alarms from any location in the Town. Emergency Telecommunication Dispatchers (ETDs) attended certified communication courses, workshops and seminars conducted by nationally accredited public safety training agencies.



The Communication Center was awarded grant money from the State 9-1-1 fund for salaries and equipment. In addition to new chairs and computer equipment, the grant funds the purchase and installation of a new Vision 21 Fire Alarm monitoring system with radio box and 16 zone enunciator capabilities. This is the second of two units installed in as many years to comply with National Fire Protection Association code 72.

BUILDING DEPARTMENT

Michael Shepard, Building Commissioner

The Building Department is charged to oversee all construction, alteration, repair and demolition throughout the town. The Department reviews and issues permits for construction, repair, remodeling and demolition and also issues certificates of compliance and occupancy. The Department staff enforce the State Building Code as well as by-laws and regulations related to zoning, building, plumbing, gasfitting, electrical, fire safety, sprinklers, accessibility, noise, signage, preservation and demolition. The Department performs annual inspections of lodging houses, places of assembly, parking facilities and common victualler locations prior to their license renewal.

The Department is also responsible for the repair and maintenance and capital improvement program for town and school buildings. The Department is responsible for the daily operation of the Town Hall, the Health Center Building and the Police Station.

The Building Department issued 6,009 permits in 2008. There were 20 new buildings built, and 594 alteration permits issued along with an enormous number of other permits issued for various other types of building construction.

2008 was a year of fundamental change in leadership within the Building Department. In December of 2007 James Nickerson retired as Commissioner. He had held that position for twenty years. During that period many significant projects were completed in Brookline. From January through April, Walter White served as the Acting Building Commissioner. Under Walter's leadership many changes were made to the process to assure timely and accurate issuance of building permits. In May, the Selectmen appointed Michael Shepard as Building Commissioner. Mr. Shepard had served in the position of Zoning Administrator in a fundamental role to facilitate communication between the Planning and Building Departments. New permitting software is being investigated to facilitate the timely issuance of permits, better reporting and provide more transparency to the permitting process. It is anticipated that better communication among Building and Planning will better serve the public. The following major projects took place in 2008:

- After approximately two years, major renovations were completed on Town Hall. With the expertise of the Building Commission and the day-to-day supervision of Tony Guigli and Ray Masak, the project was timely and completed under the anticipated budget. The Town was fortunate to have hired a competent General Contractor in Colantonio Inc. The newly renovated Town Hall is a structure of which all Brookline residents can be justifiably proud for years to come.

- A new renovation was undertaken at 888 Commonwealth Avenue, a reuse for an existing structure which was approved by the Board of Appeals.
- Work got underway on the St. Aiden's project and at the close of the year the structural steel frame and foundations were completed for all the structures on the site. It is anticipated that late summer '09 occupancy will follow.
- The Korean Church near Town Hall began construction on an addition visible from both Harvard and Holden Streets. Children's Hospital undertook the complete renovation and addition to an existing structure on Kent Street. Neighbors may recall this as the site of a fraternity house. Children's will utilize the facility for a lodging house for parents of children receiving treatment Children's Hospital Boston.
- The Hammondswood project at the corner of Hammond and Heath Streets was completed and provides 59 condominium units.
- Construction was completed on the new gymnasium and Athletic Center for the Beaver Country Day School and construction was completed on an addition to the Park School.

The following permits and certificates were issued in 2008:

<u>Type of Permit</u>	<u>Number</u>	<u>Construction Cost</u>
Additions	39	\$ 10,075,212
Alteration	594	50,003,115
Bathrooms	148	2,647,265
Electrical	1,381	13,252,542
Gasfitting	901	1,572,395
Kitchens	149	3,821,665
Mechanical	150	7,121,038
New Residential	19	28,343,001
Plumbing	1,110	6,296,976
Roof Repair	151	3,231,329

<u>Type of Permit</u>	<u>Number</u>	<u>Construction Cost</u>
Siding	16	\$ 299,950
Signs	51	178,700
Sprinkler	14	1,129,100
Swimming Pools	3	206,000
Temporary Structure	10	85,808
Temporary Tents	58	208,431
Cases to Board of Appeals	42	

Certificates Issued:

Occupancy Permits	293
Certificate of Inspection	285
Builders Licenses	71

Public Buildings

The Public Buildings Division of the Building Department is responsible for all repairs, maintenance, rehabilitation and general upkeep of all Town and School buildings. The support staff provided services to all the Town and School buildings. The Division uses its staff for most emergency calls, small to medium size projects and completion of those items left over from larger projects. Generally, large-scale projects and preventative maintenance is performed by outside contractors. Also, specialized services such as burner/boiler maintenance, fire alarm and glazing services are performed by outside contractors. We monitor buildings through energy management systems – 36 in total now. Approximately 2,000 service orders were issued last year to outside contractors.

Funds from the 2008 override allowed the repair budgets for both Town and School Buildings to be funded appropriately. A budget was put together that met a majority of the needs for the using agencies yet stayed within the budget guidelines. Overcrowding of spaces continues to put enormous pressures on the School Administration to find space. The Building Department worked with the Administration to find and create more spaces including options for modular classrooms to dividing rooms in half. The energy budget and the concern about energy conservation is always a priority for the Division. Oil prices rose dramatically in 2008 (\$4.27/gallon) which far exceeded anyone's anticipation. The Town through foresight in planning renovations to its buildings has dual fuel burners in most buildings. This kind of flexibility has allowed the town to avoid the volatile upswing in oil prices and results in savings for the Town.

The Runkle School, per the request of the School Administration requested that an additional classroom be made as modular classrooms would not be coming in time. After reviewing spaces available, the Multi-purpose Room was divided to create two classrooms. It is anticipated that this will be the status for the next school year and then the Runkle Renovation Project will begin. The state approved the project.

The Baldwin School had miscellaneous painting done throughout the building. New storm windows were added. The boiler controls were modified to help reduce their operation and subsequently save fuel and money.



Renovations at Baker School

The Baker School had some upgrades done with auditorium lighting and wiring. The Devotion School had many areas of new carpeting installed. Also, as part of a security plan, new locks were installed throughout the building. Although the Administration was concerned about space, at this time, no extra space was required. It is anticipated that in the summer of '09 more classroom space will be required. This school is now slated in the CIP to be renovated although funded has not been approved.

The Heath School had some miscellaneous painting done and some doors were modified for the Auditorium. To help with cooling and ventilation, fans were installed in some smaller rooms.

The Lawrence School has a lot of flooring work done. There was also painting work done by the summer staff.

The Pierce Primary had its outside wood trim work painted to compliment the new windows. New wood replaced columns that were installed 100 years earlier on the front of the building. The wood was cut to replicate exactly what was there before. The main building had new carpeting installed in most of the classrooms and offices. This completes a long-term plan to replace all the flooring in the Pierce that had been close to 35 years old in some places.

The new Lincoln School had some painting and wall work done over the summer. Growing enrollment is of concern for this building. Some spaces were looked at as a way to create new teaching spaces. More than likely, over the next summer, walls will be installed and existing rooms will be modified to create more spaces.

The Lynch Recreation Center had a new office built in the lower front level to assist with building monitoring and to created central check-in space. New lighting was installed in the lower levels along with new ceiling tiles.



New flooring at Driscoll School

The Driscoll School had many rooms re-carpeted or retiled over the summer. Many rooms were painted. It is anticipated that bathrooms will be remodeled in the lower classrooms over next summer.

The Runkle School had a major issue with space. A plan to install two modular classrooms fell through and a back up plan was enacted. The multi-purpose room was divided in half. Two teaching spaces were created. New air conditioning was installed in the library – which used to be the Auditorium - so its use could be expanded. An old air conditioning system in the cafeteria was made operational as well – again to provide more versatility for the space.

The High School had new roofing and masonry work done over the summer. The High School staff and summer programs were relocated while this work was done. This allowed for extensive clean up work to be done during the summer. A separate painting crew was assigned to the High School Complex for the summer. By committing staff there for eight weeks, a substantial back log in painting was addressed. There was also long-range plan for flooring work that began. Major areas of the hallways and staircases had new flooring.

Town Hall's renovation was completed. All staff returned to the newly renovated building at the end of 2008. All staff came back over an eight week period. The newly renovated building boasts of new lighting, heating and air conditioning systems, new electrical upgrades, new windows that can open, and all new interiors. The entire building was brought up to ADA standards. The building was also equipped with new energy efficient features. As such, the Town received a rebate from NSTAR of over \$26,000.

The incinerator work had been completed for phase one with phase two ready to begin shortly. The site has been cleaned up substantially with new weight stations, and new building equipment. The new park located at the site of the former landfill opened with new toilet facilities and a new pavilion.

A number of keycard systems were installed or expanded in the schools. This will allow principals control over access to their building and will provide staff some assurances regarding the limitation of who will be allowed in the building and when. The system is centralized, uses state of the art equipment, and operates on the intranet.

Energy prices and construction prices have seen dramatic increases in the last several years. The cost of oil tripled this year. The Town had a fixed gas supply contract and decided to burn gas instead of oil to save quite a bit of money. Keyspan gave the Town new gas lines at three sites – the High School, Baker and Devotion Schools – (in excess of \$250,000) for free. Keyspan also gave the Town \$58,850 towards converting existing equipment at the site to burn gas. It is anticipated with the ever unstable cost of oil, gas will be a better alternative in the years to come.

In order to be proactive on this, the Town Administrator created two Committees to look at the Town's usage and come up with ways to save energy. Using our own staff and looking at how the buildings are operated and can be modified was one objective. We were able to get from NSTAR over \$250,000 for energy lighting retrofit projects. The projects included new lights, ballasts and fixtures – in just about every space of the building. The buildings included all Fire Stations, the Water Department Garage, Highway Garage, and the entire High School complex, Lynch Rec, Baldwin and Baker Schools. The lighting is brighter, cleaner and saves the Town of Brookline on average about 20,000 kWh per year. This process will be pursued and other energy conservation programs will be entertained.

Building Commission

As required by the Town By-Laws, the Building Commission is appointed by the Board of Selectmen for the Town of Brookline to select design consultants, review and approve plans and specifications, receive proposals, award contracts, and manage all other aspects the Capital Improvements Program. The Building Commission works together with the Board of Selectmen, School Committee, other user agencies and federal, state and local regulatory agencies.

In accordance with the Town By-Laws, the five Building Commission members are appointed by the Board of Selectmen. The Commission's responsibilities include the selection and management of engineers, architects and contractors in the implementation of the Capital Improvements Program with respect to public buildings. The Commission manages all such projects including negotiating contracts, approving payments and change orders, and working with user groups to define the needs and scope of projects within the budgets as determined by Town Meeting.

Projects typically involve a planning or feasibility stage, in which the Commission assists the user group in identifying program and infrastructure needs. If funding is secured, the project then moves into design and the subsequent construction phase. Two full time staff people support the work of the Commission by implementing, on a daily basis, the work of the Commission. The staff report to the Commission on a monthly basis and take direction from members on a daily basis, if necessary.



Building Commission

*L-R: George Cha, David Pollak, George Cole, Ken Kaplan,
Donna Martinez, Ray Masak and Michael Shepard*

From the beginning of calendar year 2008 until the end of October renovation work on the Town Hall continued, until substantial completion was reached in November. Prior to this point, Building Department staff crafted and coordinated the move-back plan from the Old Lincoln School.

This was a sizable undertaking as it involved a singular level of planning, coordination, attention to detail, and determination. First, staff needed to monitor and track the contractor's completion of work and provided assistance in order to secure the occupancy permit including coordination of all of the regulatory approvals including Fire Department and code officials. Simultaneously, staff coordinated with multiple outside vendors including the Town's IT Department, and BATV, to purchase and install furniture, audio visual equipment, telephone and data equipment and de-bugging of same. At the same time a physical, phased move back plan was developed with the input of all town departments and an outside moving company.



Renovation Work at Town Hall

All of this came together by Thanksgiving and in the time frame between then and Christmas, all departments with the exception of DPW were relocated back to Town Hall. During this period, staff continued to work with the contractor, engineers, and outside vendors to continue to solve problems and de-bug certain building systems such as HVAC. As the year came to a close, these efforts continued and the planning for the DPW move commenced.

In the summer of 2008, the Commission and its staff became engaged in the Runkle School Renovations and Additions Project by participating in the Runkle Building Committee, engaging the MSBA for the project, applying for in-house Owners Project Manager approval, letting the RFS for design services and participating in initial stages of the MSBA design selection process.

Other projects in 2008 included a new roof over the transfer station and wood hog building and metal panels installed over old, deteriorated window openings. Design work for the High School masonry repairs and re-roofing was completed, the projects were bid and work commenced at the end of June. By late August, all work was substantially complete.

Overall, calendar year 2008 saw many successes and new opportunities going forward into 2009. The Building Commission hopes to build on these successes even in the midst of new economic challenges.

Board of Examiners

The Board of Examiners was established under the Town of Brookline Building Code. Today this Board is established under the Massachusetts State Building Code. The Board consists of three members (an engineer, an architect, and a licensed contractor) all appointed by the Board of Selectmen. Presently, the Board members are Barnett Berliner, and Fred Lebow. The Board meets when required to hold licensing examinations to ensure that all work in the construction, alteration, removal, or demolition of buildings or structures in the Town is performed by qualified licensed persons. All of the meetings are conducted under the Open Meeting Law which requires notice of such meetings be posted to the public and that accurate records of the Board's proceedings be maintained.

During 2008 a total of 71 licenses were renewed.

DEPARTMENT OF PUBLIC WORKS

A. Thomas DeMaio, Commissioner

The Mission of the Department of Public Works is to serve its citizens by delivering a high level of service to the Town. This is accomplished through the efforts of a well-trained workforce and the leadership of a very competent and accountable professional staff.

The Public Works Department is responsible for all endeavors relating to planning, designing, operating, maintaining, and managing public ways, park lands, open space, public grounds, town cemeteries, water distribution systems, sewer collection systems, the collection and disposal of solid waste and recycling. The Department also provides engineering support services and motor equipment maintenance services to all town departments.

Management

The Department of Public Works (DPW) divides its multiple responsibilities for the management, maintenance and operations of the Town's infrastructure among five principle Divisions: Administration, Engineering and Transportation, Highway and Sanitation (including Fleet Service), Parks and Open Space (including Forestry, Conservation and Cemetery) and Water and Sewer.

Overseeing each of these Directors is the Commissioner of Public Works, A. Thomas DeMaio. Together with his management team, the Commissioner establishes both long and short-term policy direction, forecasts annual operations and capital budgets, and structures departmental management and staffing.

Each of these five Divisions is headed by a Director, charged with staff, budget and management responsibilities that are tailored to the specific public resource under their jurisdiction. Peter Ditto, directs Engineering and Transportation, while Erin Chute Gallentine leads Parks and Open Space. Kevin Johnson, directs Highway & Sanitation while Andrew Pappastergion, serves in the dual role of Deputy Commissioner, as well as Director of the Water and Sewer Division.



(L-R) Kevin Johnson-Highway & Sanitation Director, Erin Chute-Gallentine- Parks & Open Space Director, A. Thomas DeMaio-Commissioner, Andrew Pappastergion-Deputy Commissioner and Water & Sewer Director, and Peter Ditto-Engineering & Transportation Director

For purposes of departmental scale, Brookline DPW employs approximately 171 full-time, permanent individuals and has an annual operating budget in the order of \$12.4M, excluding the Water and Sewer Division, which is operated as an enterprise with an annual budget of approximately \$23.3M. In addition, DPW Capital Improvement appropriations totaled \$5.7M (including the Water and Sewer Division, in this case) for fiscal year 2009, with a large percentage of that funding, some \$2.7M, dedicated to the Newton Street Landfill project.

Middle Management

While each division within Public Works is lead by a Director, the middle level management structure includes Operations Managers, a Fleet Maintenance Supervisor along with the dual role of the Tree Warden and Conservation Officer, and a Transportation Administrator, all of which provides support and assistance to the directorial team.

Administrative Team

The Administrative staff is lead by an Administrative Manager and is critical to the daily functions of the Department of Public Works. Situated in Town Hall and at the Division locations, the Administrative staff provides support to the entire department.

These individuals provide customer service, answer inquiries regarding billing, recycling/compost bins, refuse & recycling pick up, deal directly with public queries regarding work schedules and permit issuance, while maintaining employee payroll and departmental budget/billing records. All invoice payments, requisitions and purchase orders are facilitated by the administrative staff.

Along with the Administrative staff is the Systems Administrator, a vital resource facilitating, installing and trouble-shooting information and communication technologies deployed by all Divisions.

Public Guidance and Governance

Brookline citizenry play an integral role in Town management, programming and politics through an appointed structure of official Boards and Commissions. The Department of Public Works operates within this vein of public participation, supporting the roles of specific project advisory or selection committees, targeted task forces, and boards or commissions with certain mandated authorities or controls. The following boards and commissions, whose memberships are appointed by the Board of Selectmen, work on a permanent and prescribed basis with various Public Works' Divisions: Park and Recreation Commission; Tree Planting Committee; Conservation Commission; Transportation Board; Solid Waste Advisory Committee; and the Trustees of Cemeteries.

2008 Highlights

National Public Works Week (NPWW)

To commemorate National Public Works Week in 2008 the DPW sponsored an Open House at the Municipal Service Center, which included a field trip for Brookline's third graders, as well as an opportunity for the public to participate in the afternoon. The Engineering, Highway, Park, and Water Divisions set up stations for the participants and demonstrated their role in the community. The children toured the Municipal Service Center, participated in a Magic Recycling Show, and learned how to plant and compost. The children were able to see the maintenance and repair of the equipment in the mechanic shop and how street signs are made in the sign shop. The children had the opportunity to view many different kinds of equipment and trucks used by the DPW, and watch the robotic sewer pipe camera in action. A presentation on how playgrounds in the town are made and maintained in the carpentry shop and a welding demonstration at the welding station were highlights of the day for the children.



Students participate in the Carpentry Shop



Welding Demonstration



Students have fun squirting the Pressure Washer

The annual event gives school children the opportunity to interact with DPW employees and equipment, provides education on a variety of plants provided by the Parks division, as well as the opportunity to learn about what's under the street and where the water and waste travels with the Water and Sewer Division.

Evening with the Commissioner and Staff

The "Evening with the Commissioner and Staff" annual meeting is held prior to Town Meeting. This annual event is a special forum for a more in-depth discussion of issues concerning the Department of Public Works. Residents attend to address questions, concerns, and comments regarding the operations of the Department of Public Works.



Skyline Park, Front Landfill

APWA Public Works Project of the Year

The Landfill Project was selected as Public Works Project of the Year for 2008 by the American Public Works Association. The Town completed the capping of the Front and Rear landfills. The Grand opening of the park at the Front landfill took place on June 8, 2008. DPW operations are in full swing on the rear landfill.

American Public Works Accreditation Program

The Brookline Department of Public Works Completed approximately 35% of the APWA accreditation documentation required as part of the accreditation process through the American Public Works Association (APWA). The purpose of the APWA accreditation program is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth in the Public Works Management Practices Manual. It is a voluntary, self-motivated approach to objectively evaluate, verify and recognize compliance with the recommended management practices. This accreditation program is an intensive effort which when completed is intended to strengthen the operational and procedural capabilities of the Department.



Solid Waste Advisory Committee

HIGHWAY, SANITATION AND FLEET SERVICES DIVISION

The Highway, Sanitation and Fleet Services Division are structurally divisible into four independent, though cooperatively functioning units:

- The **Highway** Unit provides for the maintenance of the Town's streets, sidewalks, tree lawns, public pathways, municipal and school parking lots, and paved play areas, along with other roadway appurtenances including curbside benches, litter baskets, fencing, and guardrails. In addition to the surface repair of streets, sidewalks, and pathways, the Highway Division is responsible for the clearing of snow, sand, leaves, litter, graffiti, and other unwanted debris from public ways and facilities.
- The **Sanitation** Unit is responsible for the provision of residential solid waste collection and disposal services for 13,271 residential customers and a recycling and recovery program that includes the annual collection of residential household hazardous wastes.
- The **Fleet and Facility Services** Unit is charged with the acquisition and servicing of all town-owned vehicles, outside of the Fire Department's emergency response fleet. In addition, this Unit assists in the administration of the Town's taxi licensing and inspection program, as well as the routine physical maintenance of all Department of Public Works buildings, including garages, office, and storage facilities town-wide.
- The **Traffic Systems** Unit is accountable for the recurrent maintenance and repair of traffic related roadway appurtenances, including traffic signals at 60 intersections. In total, this inventory is comprised of approximately 1,120 individual signals, all street lights, 2,500 parking meters, 28 school zone warning lights, 8,000 signs, and pavement markings on the more than 200 lane miles of streets throughout the Town.

Highway

The Highway Unit is responsible for the maintenance of more than 200 lane miles of asphalt roadways and 150 miles of sidewalks of varying surface types. In this past calendar year Highway continued its effort to make intermediate repairs to roadways and sidewalks in an effort to preserve their surface integrity for the safety of the public and to keep them clean and more aesthetically appealing. The unit continued its program of working in conjunction with contractual services to accelerate the replacement of sidewalks in areas of the Town where pedestrian traffic is heaviest and the sidewalks are in an advanced state of deterioration.

HIGHWAY STATISTICS 2008

Bituminous Concrete	580 tons
Concrete	1,150 cubic yards
Leaves Collected	2,566 tons
Street Sweeping	1,430 tons
Waste Concrete, Asphalt & Gravel	2,401 tons
Snow Storms / Events	13
Snow Accumulation	38.5"
Household Hazardous Waste Day	725 resident participants

2008 Accomplishments

The new sidewalk snow removal tractor reduced breakdowns, repairs, and down time giving us the opportunity to be more efficient with keeping the sidewalk free from snow and ice in our designated routes.



Sidewalk Tractor

- As in the past several years, the Highway Division continues Sidewalk Replacement. The Town Highway crews placed a total of 1,150 cubic yards for FY08. The replacement remains stable through training, cross-training, sound equipment and a dedicated workforce. The ability to sustain this level of productivity is based on funding to purchase concrete and maintaining existing manpower levels.

Sanitation 2008 Accomplishments

- Implemented a new commercial solid waste program at the transfer station.
- Worked with the Solid Waste Advisory Committee (SWAC) and Brookline Community Foundation to set up two solar powered litter containers along with 10 public space recycling containers to control litter and increase recycling.
- Successfully managed the last single one day 2008 Household Hazardous products day that produced over 3,000 gallons of hazardous materials from Brookline residents.
- Built and successfully opened the new permanent Household Hazardous Waste facility at the transfer station which serviced over 300 residents.

Goals

- To place public space recycling containers and solar powered litter barrels throughout Brookline to reduce litter, fuel consumption, carbon emissions and increase recycling.
- To operate one day per week, six months per year, and expand the permanent Household Hazardous Products (HHP) facility to better service the residents of Brookline



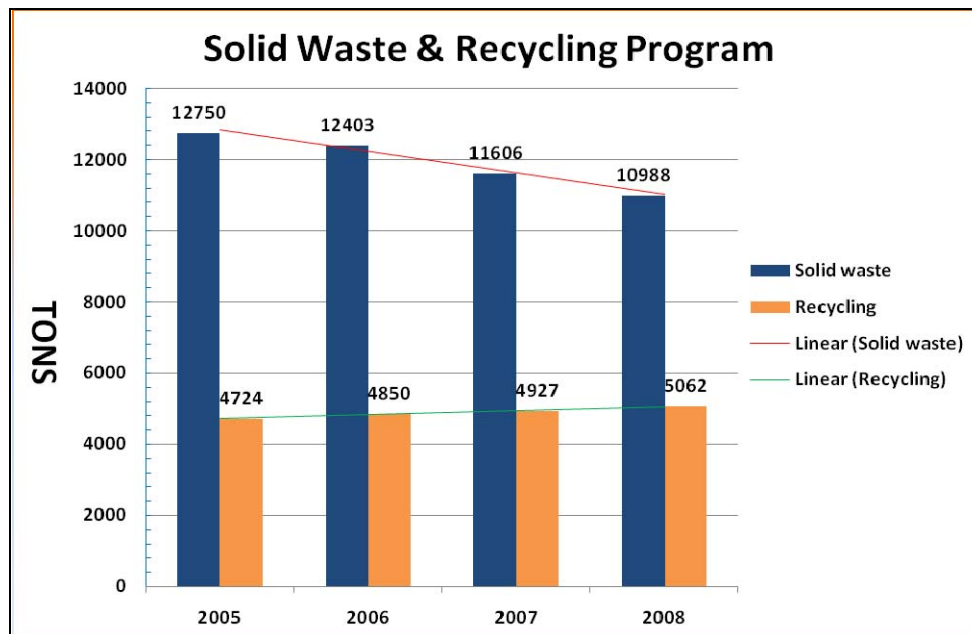
Opening Day for Hazardous Waste at the Transfer Station

- To maintain an aggressive code enforcement campaign to improve the environmental quality and aesthetics of the community.
- To work with the Solid Waste Advisory Committee on reducing solid waste and increasing recycling.



New Household Hazardous Waste Station at the Transfer Station

Sanitation Statistics 2008



SOLID WASTE CODE ENFORCEMENT PROGRAM	
Solid Waste Complaints Received (Approx)	496
Inspections/Re-Inspections	1,120
Solid Waste Warnings Issues	1,048
Solid Waste Tickets Issues	1,082
Order Letter Issued	-0-
TICKETS RESULTING IN COURT ACTION	
Dismissed by Court/Issuing Inspector	5
Number of Tickets Outstanding	3
Total Amount of Fines from Outstanding Tickets	\$300
Total Number of Tickets Paid	31
Total Amount of Fines Collected	\$6,556
Number of Waste Haulers Permitted	46
Waste Hauler Permit Fees Collected	\$18,770
SNOW ENFORCEMENT	
Complaints	21
Warnings	105
Fines	1
Dismissed	2

Fleet and Facility Services Unit

The Fleet and Facility Services section of the Division is responsible for the acquisition, inventory, inspection, maintenance and disposal of all mechanized Public Works equipment, with the exception of the Water and Sewer Division's equipment. The Fleet Services Unit also maintains and inspects all other automotive / truck equipment within the Town except for equipment operated by the Fire Department. In addition Fleet and Facility Services is responsible for routine maintenance and management of the Municipal Service Center, the Transfer Station and the Parks and Open Space maintenance facility at Lars Anderson Park.

FLEET AND FACILITY ACCOMPLISHMENTS 2008

- A multi-shift service program was again operational during the fall, winter and spring months. This enabled the Unit to better serve the needs of all departments. Operating two maintenance shifts during the day improved response time to breakdowns and drastically reduced vehicle downtime.



- Preventive maintenance programs for automotive equipment were refined and intensified to both preserve equipment value and ensure the operational efficiency of each unit.
- A strong and continued emphasis on technical training has benefited the Unit enormously. By utilizing vendor and manufacturer relationships, technician training has been increased at minimal or no cost to the Town. The increase in training hours has directly improved technician efficiency and productivity.
- In conjunction with the DPW's Transportation Division and publicly appointed Transportation Board, the bi-annual taxi cab inspections were completed. A total of 374 taxi cabs were inspected for vehicle safety and cleanliness.
- Fleet Services has continued to concentrate on improving communication, scheduling and routine maintenance programs with all Town departments, resulting in better and more efficient vehicle maintenance.
- The continued procurement of standardized vehicles has enabled the Fleet and Facility Unit to successfully equip the entire fleet of heavy duty snow fighting units with a computerized salt / sand system. This system enables the operator to select the appropriate application rate along with providing accurate and valuable reporting.
- The Fleet and Facility Services Unit continued to standardize its vehicle procurement specifications. Adhering to recent standardization guidelines, new and environmentally friendly vehicles are being acquired and utilized.
- Fleet Services began the implementation of the fleet module for Cartegraph. The inter-department work order system will further improve customer service, service quality levels and overall department efficiency.

Traffic Systems Unit

Brookline's Traffic Systems Unit is responsible for the maintenance of traffic signals, parking meters, pavement markings, ornamental and utility street lights, signs, and graffiti. During fiscal year 2008, along with daily, weekly, and monthly maintenance routes, the Unit executed work orders issued by the Transportation Division for regulatory sign installation, pavement markings and parking meter modifications. Responsibilities and accomplishments follow below:

- Traffic Signals The Traffic Systems unit is responsible for the maintenance of the signalized intersections, flashing beacons and school zone flashers.
- Parking Meters The maintenance of parking meters is a daily task of Traffic Systems unit and during fiscal 2008 the Unit responded to and repaired over 4,329 requests. The Traffic Systems personnel also removed and installed parking meters in areas where highway maintenance and engineering construction projects were to take place.

- Signs and Pavement Markings The Town continues to upgrade street signs, stop signs and poles to meet current Manual of Uniform Traffic Control Devices (MUTCD) standards of text size and retro-reflectivity. The Traffic division completed 67 work orders from the Transportation Division (120 sign total) and repaired or replaced 280 signs due knock downs or faded signs. The Traffic Division has worked with the Engineering Division on a program to standardize pavement markings throughout the town. Part of the program is utilizing new marking products like 3M inlay tape and logos.



Hanging banners on Poles

- Street Lights The maintenance of street lighting is managed by the Traffic Systems Unit, this includes ornamental, park, path and standard street lighting totaling over 4,000 lights.
- Events & Special Tasks In conjunction with other departments, the Traffic Systems Unit plays a major role in the planning and execution of several major events throughout the year such as the Boston Marathon, Flag Day Parade, and Walk for Hunger. The placement and removal of all flags and banners on poles throughout the Town for different Town or private events is a common task.

WATER AND SEWER DIVISION

The Water and Sewer Division operates and maintains the Town's water and wastewater utility systems consisting of 355 miles of main piping and appurtenances that provide the entire population with reliable drinking water, for both domestic use and fire protection, and for the collection of sanitary sewage and storm water drainage. The operation of all three systems is done in strict accordance with all federal, state and local laws, ordinances and regulations to promote the health, safety and welfare of the community.

Under the leadership of the Director, the Division's administrative staff efficiently and courteously handles all water and sewer business functions, including payroll, accounts payable, licensing, permitting and customer relations. Over 2,000 requests for information and assistance and nearly 40,000 utility service invoices are processed annually, with over 1,600 billing complaints and inquiries investigated and resolved. In conjunction with the metering section, Division staff service and maintain 10,315 water meters. During 2008, the administrative staff reviewed and processed 46 applications for licensed drainlayers and issued 71 permits for repairs to sewers and drains.

Water Distribution System

Components of the water distribution system include 135 miles of cast iron and ductile iron mains, 2,027 line valves, 1,555 fire hydrants, 10,705 service connections and storage facilities for nearly 14 million gallons of water. During 2008, the Division installed, repaired or replaced 275 service pipe connections,

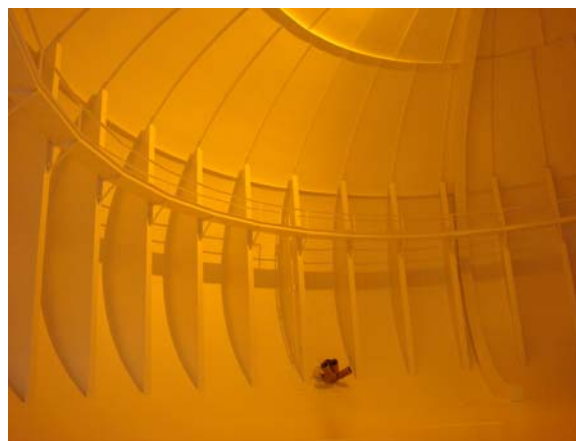
repaired 64 service and main leaks and repaired or replaced 38 fire hydrants, generating annual revenues of \$86,536. In addition, the Division conducted 35 fire flow tests yielding \$8,800 in revenue. Emergency response was provided for 487 service requests and 221 complaints were investigated and resolved for water quality, water pressure and leakage problems. The Division purchased 1,961.020 million gallons of water from the Massachusetts Water Resources Authority (MWRA), representing a decrease of 5.2% over 2007, with average daily usage of 5.373 million gallons and maximum daily usage of 8.617 million gallons. Retail water sales generated \$10,568,831 in revenue.

The Division's Cross Connection Control Program, established in 1989 pursuant to the Drinking Water Regulations of the Commonwealth of Massachusetts, has inspected all high and moderately high risk facilities throughout the Town and identified 1,982 violations requiring the installation of 1,104 backflow preventer devices on irrigation systems, fire sprinkler systems and high hazard plumbing systems. Annual testing of these devices by Division staff is mandated by state regulations and yielded \$41,665 in revenues during 2008.

During 2008, the Division completed the rehabilitation of the interior of the Singletree Hill Water Storage Tank. This project was designed by Weston & Sampson Engineers and constructed by Prime Coatings Inc. of Salisbury, Massachusetts and included the structural repair of the vertical stiffeners and the recoating of all interior surfaces for a total cost of \$350,000.



Singletree Hill tank roof dome

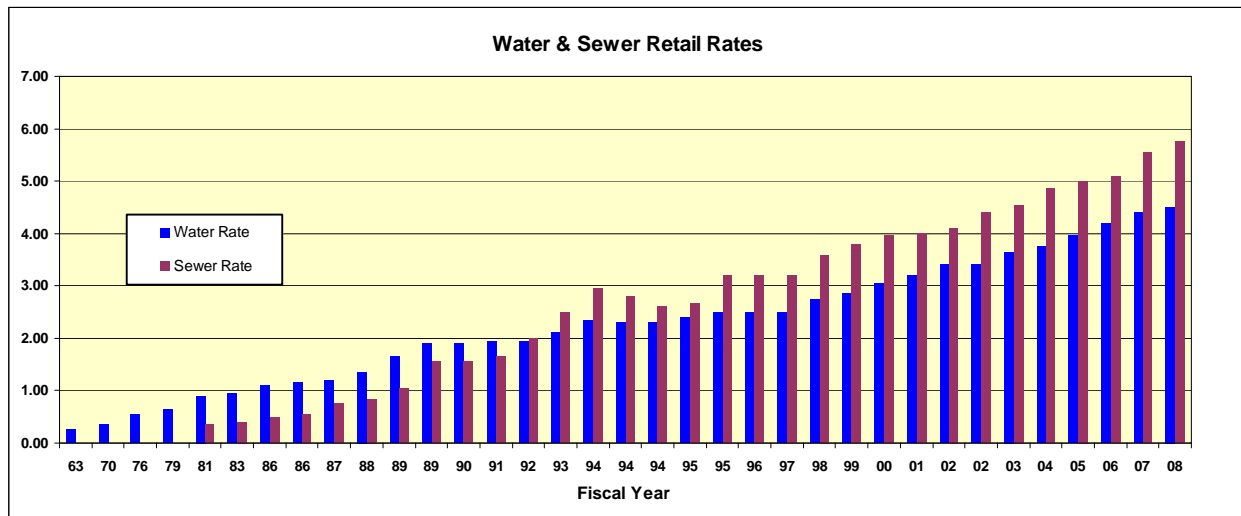


Newly renovated interior of the Singletree Hill water tank

Wastewater Collection Systems

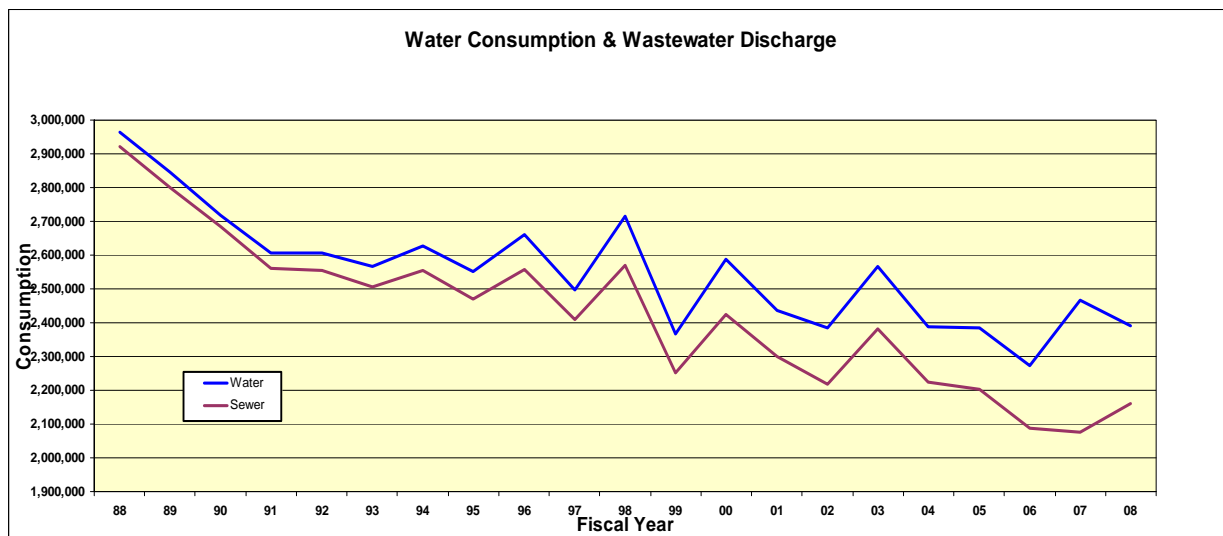
The wastewater collection system is made up of two independent pipe networks. The first consists of 104 miles of separated sanitary sewers and seven miles of combined sewers that discharge through four sewer districts directly to the MWRA interceptors for treatment at Deer Island. The second system comprises 101 miles of storm drains that collect runoff and roadway drainage from 3,296 catch basins and discharge through twelve drainage districts to the Muddy River, Saw Mill Brook, Stony Brook and the Charles River. The major part of both systems was constructed between 1880 and 1930 and includes pipes sized from 6-inch to 150-inch in diameter.

During 2008 emergency assistance was provided for 108 requests involving broken, plugged or backed up sewers and drains as well as the repair of 32 blockages. Structural repairs were made to 77 catch basins and manholes and 1,750 catch basins were cleaned generating 1,905 tons of accumulated sand, sediment and debris. The Division discharged 4,092 million gallons of wastewater to the MWRA sewer interceptors during 2008, resulting in an average daily flow of 11.21 million gallons, which was a 20% increase over the total discharge for 2007. This was due mainly to an extremely wet December with a corresponding increase in storm water inflow to the sewer system. Total operation and maintenance costs for wastewater collection were offset by \$12,423,951 in revenues generated by the sewer use charge, which is assessed based on metered water consumption.



The recommendations of the 1998 Wastewater System Master Plan continue to be implemented. Construction projects to correct sewer system deficiencies have been identified and categorized as 1) structural improvements, 2) sewer and drain separation, 3) infiltration reduction, 4) hydraulic capacity restoration and 5) cleaning and TV inspection to identify areas for further investigation and maintenance. Projects are designed and constructed with the overall goals of eliminating sewerage backups into homes and businesses, preventing costly system failures and lowering MWRA wholesale sewerage discharge costs.

During 2008, final design for Phase 1 and the preliminary design for Phase 2 of the MWRA funded Sewer Separation Project in the lower Beacon Street area was completed by the BETA Group and submitted for approval. The grant funds were made available as part of a federal court order to MWRA requiring the reduction or elimination of combined sewer overflows to the Charles River during storm events. It is anticipated that this project will eliminate the remaining 8 miles of combined sewers currently within the Town and significantly reduce the total wastewater flows discharged to the MWRA interceptors for treatment at the Deer Island plant. The construction contract for Phase 1 was bid and awarded to D'Allessandro Corp. in November, 2008.



As a result of increases in debt service for local wastewater projects and increases in MWRA wholesale assessments for water supply and wastewater disposal, the Board of Selectmen increased the retail water rate from \$4.50 to \$4.55 per hundred cubic feet and the sewer use charge from \$5.70 to \$5.95 per hundred cubic feet of water consumed. The new rates represent a combined increase of 2.44% and were effective on July 1, 2008.

Representation to the Massachusetts Water Resources Authority (MWRA) was provided by Charles P. Barry, of the Engineering Division, who serves as the Town's designee to the MWRA Advisory Board. In addition, Andrew M. Pappastergion, Director of the Water and Sewer Division, continued to serve as a member of the MWRA Board of Directors representing the sixty one (61) cities and towns of the Metropolitan Boston service area.

PARKS AND OPEN SPACE DIVISION

The Mission of the Parks and Open Space Division is to develop a clean, green, safe, accessible and well maintained network of parks and open spaces for both passive and active recreational uses that preserves the historic integrity and cultural significance of Brookline's landscape.

Despite the developed character of Brookline and its proximity to Boston, a significant area of the Town is still open. Neighborhood parks and tree-lined streets, as well as grand open spaces such as Larz Anderson Park and the Emerald Necklace Park system, are a signature of Brookline's character. The remarkable presence of this open space is due in large measure to the foresight of earlier citizens. Brookline was greatly fortunate to receive some important donations of land, to have Town leaders who purchased open space for public use, and to have residents with exceptional strengths in this area such as Frederick Law Olmsted, architect of the Emerald Necklace.

The Parks and Open Space Division, in conjunction with the Recreation Department, maintains over 600 acres of public open space, comprising 17 parks, four sanctuaries, 22 playgrounds, land around 12 public buildings, 10 schools, four parking areas, two cemeteries, 41 traffic islands and an extensive network of street trees throughout the Town. The Division maintains 21 multi-use playing fields, 22 tot lots, 19 basketball courts, 36 hard surface tennis courts, and one set of six clay courts. In addition, the Division maintains a full sized outdoor skating facility (the Pavilion), at Larz Anderson Park.



Park & Recreation Commission

Parks, Schools & Public Grounds

The Parks and Open Space Division provides maintenance for and repair of all play equipment, park furniture, walkways, landscaping and fixtures in the Town parks, schools and public grounds. The Division continues to plan and implement improvements to the parks, open spaces, fields, fences, and pathways associated with areas that undergo heavy use and deterioration daily. In 2008, school grounds and athletic fields throughout Town were weeded and mulched, shrubs edged and trimmed, grass fertilized and trees pruned. In preparation for the school openings in September, walkways were repaired and swept, plantings at the school entrances were installed and special attention was given to each of the playground areas. The following highlights 2008 projects in the parks, schools and public grounds.

Minot Rose Garden

The Friends of Minot Rose Garden and the Division have established a partnership for the maintenance and management of the restored rose garden at Winthrop Park. The garden features over 60 different

rose types, ranging from large old fashioned English Roses, to modern striped Hybrid Tea Roses. This summer a low decorative fence was installed to protect and accent the restored garden. Funding was provided by the Friends of Minot Rose Garden, the Brookline Community Fund, and the Town.



Minot Rose Garden

Juniper Street Playground

The design review process was completed for improvements to the Juniper Street Playground, and production of the construction bid package is underway. The improvements will include new play equipment, site furniture, plantings, and access to the playground, while ensuring that the proposed improvements meet federal safety and accessibility standards.

Dane Park

The Division completed the Dane Park design review process, and now has a master plan for the park with a successful bidder for the first phase of improvements. The master plan explored alternatives for entry and parking, circulation throughout the park, and interpreting the many natural features, including the park's exceptional geology, wildlife habitat, and plant communities, as well as providing a place for respite and the appreciation of nature. The first phase of work will include a new trail system that will provide handicap accessibility, removal of invasive plant species, and gathering places for outdoor classroom use. Construction will commence in spring 2009.

Main Library Grounds

The first phase of construction for landscape improvements to the Main Library is nearly complete. The intent of the Master Plan for Landscape Improvements to the Main Library and Town Hall Grounds is the creation of a landscape consistent with the quality of the main library building renovation that meets both the functional and programmatic needs of the library. This first phase is being funded in partnership with the Library Trustees and Friends of the Library, with additional funding from the Chestnut Hill Garden Club for tree planting. The work completed includes a handicap accessible path joining the building entry and School and Washington Streets, new seating along the paths, new lawns and plantings supported by an irrigation system, and pedestrian scale lighting.

Amory Park

Construction, including renovation of the ball fields and improvements to universal access within Amory park, will be complete in spring 2009. A continuous walking path now circles the ball fields, the fields have been rebuilt with new drainage and irrigation, a new entry with a stone wall and seating has been added from Amory Street, and an accessible route to the comfort station has been provided. The park will be open for use as soon as the turf is adequately established and the contract punch list is complete.



Grand Opening Celebration of Skyline Park

Skyline Park

After a decade of planning, design and construction, Skyline Park, a state-of-the-art park complex for active and passive recreation, celebrated its grand opening on June 8, 2008. The dedicated parkland is an incredibly valuable asset, unique to such a highly developed and diverse urban community. Skyline Park was designed to be a “multi-generational facility” with a synthetic turf athletic field suitable for high school soccer tournaments, playground structures for older children and tots, picnic areas, a comfort station, restored wetlands, scenic walking trails and connections to the once isolated conservation areas owned by the Town of Brookline, City of Newton and the Commonwealth of Massachusetts. In addition to Town tax dollars, the new park was funded by the Commonwealth of Massachusetts Urban Self-Help Program and the Brookline Travel Soccer Club. President of the Brookline Travel Soccer Club, Alan Einhorn, stated that they were “proud to have played a key role in helping to build this state of the art field. Skyline will be a wonderful resource to the high school, the Club, the Recreation Department, and the entire community for many years to come, and it will help take some pressure off other parks in Town which are subject to over-use and require regular repairs. Just as importantly, though, the Club is proud to have been a part of a truly unique public/private collaboration with the Town on this project, a collaboration which helped make this very special Town resource possible.”

The Brookline Landfill Closure and Park Development Project is an excellent example to municipalities throughout the United States that are required to meet the regulatory requirements to cap inactive landfills while maintaining vital public works uses and developing active recreational facilities.

Driscoll School Playground

The Brookline Early Education Program approached the Parks and Open Space Division in the spring of 2008 about addressing the lack of play equipment for two to five year olds at Driscoll School. The playground currently has equipment for ages five to twelve, and nothing for younger children. The result is that the preschoolers are using play equipment that is inappropriate for their age group. In addition, due to a programmatic focus on preschoolers with special needs we were asked to go beyond the standard requirements for accommodating accessibility. An accelerated design review process was completed this winter, and we are planning for construction in the summer of 2009. Improvements will include a new play structure that is unique in town in the way it maximizes accessibility, poured in place rubberized play surfacing, and new trees for shade, while retaining existing seating and allowing opportunities for donations of new seating.

Winthrop Park

The design review process for Winthrop Park has been completed, with the major improvements being replacement of the outdated toddler play equipment, new concrete walk pavement, site furniture, planting for the next generation of oak trees, and fencing. New play equipment will be compatible with the existing equipment for older children but will incorporate some custom colors that are more subtle, and the peaked roofs on the existing equipment will be replaced with roofs that are more in keeping with the surrounding architecture. Construction is expected in the fall of 2009.

Linden Park

Linden Park is a small, well-loved and heavily used neighborhood gathering place. Over time its plantings and turf had grown overly mature, and park advocates asked that it be refurbished. With funds from a generous anonymous donor and the Parks Division, new shrubs, trees, turf, and irrigation were installed this fall. The design focused on providing seasonal color and interest with native, durable plantings. The signature “Christmas tree” at the apex of the triangle was diseased beyond recovery and has been replaced with a fourteen foot high white fir.

Brookline High School

The Parks Division rehabilitated the Brookline High School grounds in spring 2008 with a fresh design inspired by the character of the building and landscaping elements that had been successful on site. The Division carefully relocated plant materials on site and added new materials throughout to create an updated look and feel for the academic center of the Town.

The Parks Division assisted the Building Department this summer in mitigating the effects of masonry and roofing work performed at Brookline High School on the plantings around the building and in the courtyard. The Division facilitated obtaining the services of a certified arborist for the tree pruning, documented areas that were damaged, and provided costs for replacement of trees, shrubs and ground cover.



High School before grounds renovation



High School after grounds renovation

Sounds and Scenes Festival

On Saturday, June 7, 2008, the Parks and Open Space Division held the Sounds and Scenes Festival, celebrating music and landscape at Olmsted Park in the Emerald Necklace. Fellow sponsors and organizers of this debut event were the Frederick Law Olmsted National Historic Site, Brookline Adult and Community Education, Emerald Necklace Conservancy, Brookline Community Foundation, and Boston Parents' Paper. The family focused event drew a large crowd, who enjoyed musical performances, crafts and activity stations, storytelling, educational nature walks, and refreshments. Many local conservation, arts and other organizations helped to sponsor the event and provided a range of participatory activities and information. The festival gave participants an opportunity to immerse themselves in one of Olmsted's beautifully designed landscapes, Olmsted Park overlooking Leverett Pond.

Summer in the Parks: Outdoor Movie Series

The Parks and Open Space Division, Recreation Department, and Coolidge Corner Theater sponsored the second annual outdoor summer movies series at Larz Anderson Park and the Devotion School Field. Building on the success of the tercentennial and previous year's movie program, the summer film program provides an outstanding community building opportunity and safe fun recreational opportunity in the beautiful setting of Brookline's Parks and Open Spaces.

The Muddy River Restoration Project

The spine of the Emerald Necklace, the Muddy River, is a 3.5 mile linear park system that integrates reflecting pools, the Babbling Brook, bike paths, walkways, tree-lined parkways, shorelines, historic paths/steps/bridges and beaches. This unified system of linked parks is one of the most significant historic waterways in the nation.

With increasing regularity, moderate rains necessitate emergency response measures to address storm water overflow. These events inspired a multi-jurisdictional park and public works project to restore the Muddy River's civil engineering structure, flood handling capacity, historic integrity and ecological vitality.

Phase I of the Muddy River Restoration Project addresses flood control, water quality and wildlife enhancement, and historic landscape rehabilitation. The project saw increased activity in 2008 as the Army Corps Engineers moved the project forward and completed a significant portion of Phase I design. The first significant portion of the construction is expected to commence in 2009.

A special thanks to the Massachusetts Delegation and project partners who continue to work tirelessly for additional resources from the federal government to fund the entire project.

MWRA Fisher Hill Reservoir

In the spring of 2001 a Master Planning Committee was established by the Board of Selectmen to evaluate the reuse potential of the 4.8 acre Town-owned underground reservoir and the 9.9 acre MWRA Fisher Hill Reservoir site. The recommended use for the state owned site was a scenic amenity and public park that incorporates an athletic field and passive recreation. The Committee required that the

Design be compatible with the character of the neighborhood, be handicap accessible, provide a reasonable amount of parking, provide wooded areas for wildlife habitat, protect the historic gatehouse, incorporate an athletic field, and provide pedestrian access. On January 7, 2003 the Board of Selectmen established a Design Review Committee to develop a plan and program for the park with associated costs. The Fisher Hill Reservoir Design Review Committee voted to approve the Park Master Plan as presented by the Halvorson Design Partnership after a series of meetings during 2003.

The legislation authorizing the state to transfer the land to the Town passed the House of Representatives in 2007 and the Senate in early 2008. The Town is currently in the process of completing the DCAM process for land transfer and acquisition and is preparing to have materials ready for Fall Town Meeting 2009.

Forestry

The goal of the forestry program is to preserve and maintain all shade trees along public ways, parks, school grounds, cemeteries, and all other public grounds. The Division provides for the safety of all public ways and grounds through the removal of dangerous limbs and trees and is responsible for replacing trees removed. The total number of trees under the jurisdiction of the Division is reported as more than 50,000.

The Town continues to strongly support the tree planting program. In 2008, over 150 trees were planted. A wide variety of trees are planted to insure that species diversity is maintained at its proper ratio. Species diversity helps in protecting the Town's urban forest from attack by a single disease or pathogen, such as Dutch Elm Disease.

The three-member Tree Planting Committee, established in 1886, supervises the selection, planting and removal of all street trees in Brookline. Hugh Mattison is the chairman of the Tree Planting Committee and is joined by Margie Greville and Daniel John.



Tree Planting Committee

The Town received our National Tree City USA Award from the National Arbor Day Foundation at a spring awards ceremony in Wellesley. In addition, this year Brookline was recognized by the National Arbor Day Foundation for reaching the milestone of the 20th year as a Tree City USA. In recognition of this achievement, Eric Seaborn, the Urban Forestry Coordinator for the State of Massachusetts, presented this award to the Board of Selectmen.

The overwhelming citizen interest in tree preservation continues in Brookline. The Division continues to work with interested citizens, businesses and environmental advocacy groups to enhance the care of the urban forest.

Conservation

The Brookline Conservation Commission is responsible for the administration of environmental laws and policies, open space protection and management, water management and preservation of natural features of the environment. The Commission administers and enforces the Massachusetts Wetlands Protection Act through its review of permit applications and issuance of Determinations of Applicability, Orders of Conditions, Certificates of Compliance, and Enforcement Orders.



Conservation Commission

Pam Harvey, Brian Winner, Werner Lohe, Kate Bowditch, Gail Fenton, Randolph Micklejohn, Roberta Schnoor, Marcus Quigley, Marian Lazar, Tom Brady, Heather Charles

The Commission also administers the Federal Flood Protection Program. It initiates and helps guide studies concerning open space, water quality, flooding and other aspects of local environmental quality. It prepares and oversees implementation of the Town's Open Space Plan and manages conservation areas owned and conservation restrictions held by the Town. The Conservation Commission seeks and administers grants to support the Town's environmental protection efforts, and guides many volunteer maintenance and improvement activities.

In the Spring of 2008 Commissioner Anna Eleria moved from Brookline to pursue professional opportunities in Minnesota. The Conservation Commission thanked Ms. Eleria for her service to the Town. Her professional background as a hydrologist was a significant benefit to the commission. To fill the vacancy the Commission turned to Marcus Quigley, who is an environmental engineer. Mr. Quigley's specialty is storm water management. A wonderful new addition to the Parks and Open Space Division staff is Conservation Assistant, Heather Charles. Ms. Charles received her Master's of Science from UMASS Boston in Ecology, has focused a great deal of her research on marsh and climate change impacts, and is looking forward to working with the Commission, staff and public on land conservation issues, wetlands management and park usage.



Heather Charles, Conservation Assistant

Wetlands By-Law

In 2008, the Commission fully implemented the Brookline Wetlands By-Law. This by-law created local regulatory protection for wetland resource areas that are not currently protected by the Massachusetts Wetlands Protection Act, such as small or isolated wetlands, intermittent streams, vernal pools, and land subject to flooding. In addition the by-law increased the size of the buffer zone around all protected wetlands, so that the Commission can more effectively review proposed construction and site development in these areas, and ensure no adverse impact to wetland resource areas occur. The passage of this by-law signals Brookline's strong commitment to the protection of our natural resources. During 2008, eight projects were reviewed and approved under this new by-law.

In 2008, the Conservation Commission worked to develop a comprehensive set of regulations as a companion piece to the new by-law. This draft set of regulations will be finalized in 2009 and will assist in the implementation of the Wetlands By-Law.

Open Space Protection

On October 16, 2007 the Board of Selectmen voted to appoint a Selectmen Sanctuary Study Committee to study ways in which the Town may protect town-owned sanctuaries and conservation lands, particularly with respect to the buffer areas surrounding those lands. The Committee is, at a minimum, comprised of one Selectman, Town Counsel or her designee, a Conservation Commissioner, the Conservation Administrator, the Chief Assessor and a representative from Planning.

The Committee submitted its final report to Town Meeting in the Fall of 2008. Included in this report was a set of recommendations for action items to protect open space. Among the recommendations was the creation of a Conservation Restriction Policy, which would provide a consistent set of procedures and protocols for those who wished to protect existing open space with a Conservation Restriction. This

policy was voted into effect by the Board of Selectmen and will be a valuable tool in the protection and preservation of existing open space.

This year Brookline added a new Conservation Restriction to its inventory as well. A property owner located adjacent to Sargent Pond worked with the Commission and granted a Conservation Restriction to the Town to protect 79,332 square feet in perpetuity. This restriction will assist in the protection of Sargent Pond.

Lost Pond

With the assistance of a grant from the public/private partnership program at the Massachusetts Department of Conservation and Recreation, the Division constructed new sections of boardwalks throughout the Lost Pond Conservation Area. In addition, a local Boy Scout troop assisted with trail work and the construction of a small footbridge to connect Skyline Park and the adjacent Lost Pond sanctuary.



Lost Pond Boardwalk

Cemetery

The initiative of the Division to improve the maintenance and management of the Walnut Hills Cemetery has resulted in an increase in the dignity, tranquility and overall appearance of the cemetery. The Walnut Hills Cemetery Trustees have increased their vigilance of the enforcement of the rules and regulations which are included with every deed sold. Town staff and the Cemetery Trustees are referencing the Master Plan for the Walnut Hills Cemetery as their guiding document for improvements.



Trustees of the Walnut Hills Cemetery

In 2008, the front entrance sitting and information area to the cemetery was improved with a stone dust pathway, relocation of the kiosk, sitting area and plantings. The renovated entrance is more welcoming and appropriate to the character of the cemetery. In addition, the Trustees and Division completed plans for additional burial space at the cemetery, including dedicated sites for cremated remains and completed the specifications to repair the Old Burying Ground wall. The winter tree care program continues providing for structural pruning and hazard tree removal at both cemeteries.

ENGINEERING AND TRANSPORTATION DIVISION

The Engineering and Transportation Division of the Department of Public Works (DPW) is charged with the management and administration of Town infrastructure, as well as the design and implementation of the vast majority of Public Works' items contained in the Town's Capital Improvement Program (CIP). Town infrastructure would include surface facilities in the areas of all public right-of-ways, such as roadways, sidewalks, traffic signals and parks, as well as those facilities that lie underground, for example, storm drain/sewer systems, water supply lines, and traffic signal/street lighting conduit. CIP projects range in type from roadway reconstruction, to sewer separation, to landfill reclamation efforts.

In order to effectively manage both the diversity and complexity of infrastructure issues for which the Division is responsible, administrative programs and project undertakings are assigned to one of two disciplines: Engineering or Transportation. While it is inevitable, and largely by organizational design, that these two sectors should frequently overlap, the Engineering Section is fundamentally concerned with issues of civil and environmental engineering, while the Transportation Section is devoted primarily to transportation planning and traffic engineering.

ENGINEERING

Division Charges

Responsibilities of the Engineering section are themselves divisible into four broad categories: 1) Permit Administration and Inspection; 2) Archival Maintenance and Reference; 3) Interagency Coordination and Oversight; 4) CIP Project Management and Engineering; and 5) Public Process:

Permit Administration and Inspection

The Engineering Section oversees the issuance of Street Opening and Occupancy Permits, typically given to Contractors working in public right-of-ways for utility companies, communication corporations, public authorities or private property owners. Construction work that would typically require such permitting can be either at the sidewalk or street surfaces, or require digging or trenching beneath these finished grades. Parks and school grounds also demand permit consideration.

The purpose of this permit process is both to protect the public infrastructure (property) of the municipality and to promote public safety. This permit system and associated database is actively maintained on the Town's network. The system does generate revenue through licensing fees, which serve to offset costs of oversight and administration. Division Inspectors, with the aid of a pre-application process, determine the type of work, associated charges and anticipated impacts to material integrity and traffic/parking conditions. In addition, Inspectors monitor the work and assure that restoration meets with Town specifications.

Sanitary Sewer, Storm Drain and Water Supply Connections are also within the permitting purview of the Engineering Division. Following application procedures, engineered plans and necessary documentation are submitted to Division personnel for review and subsequently, if recommended, for approval by the Director. Generally, these connection permits are associated with parcel developments, capacity and material upgrades, or maintenance when failures occur.

As a result of G.L. 82A (codified in 520CMR 14.00), Town Meeting authorized the Commissioner of Public Works to be the Town's officer to issue trench permits. Changes in the permit forms have been made in anticipation of implementing this program on January 1, 2009.

Archival Maintenance and Reference

The Engineering Section maintains record plans of its water, sewer and storm drain systems, including individual parcel connections. In addition, plot plans, or surveyed drawings, complete with bound locations, are maintained for all lands within the Town, whether public or private. These infrastructure and survey documents are kept in an extensive archive, copies of which are available to the public upon request. Along with records of property and Town-owned services, the Engineering archives contain construction plans for all Public Works projects, such as roadways, bridges and park facilities.

Interagency Coordination and Oversight

The Engineering Section coordinates directly with state authorities, such as the MBTA and MWRA, whose infrastructure is both located in Brookline and serves the community and/or its immediate region. Similarly, Engineering permits and supervises the maintenance, upgrade and installation of utility systems or communication networks, whether publicly or privately sponsored. Significant projects this past year were undertaken by the following State agencies or utility companies:

- MBTA - - MWRA - - National Grid - - Externet and NextG –

In addition, Brookline Engineering works closely with the Massachusetts Highway Department (MHD), both in maintaining the integrity and functionality of State Route 9 (Boylston Street through Brookline) and in administering state and federal transportation dollars for local Brookline projects through two programmatic vehicles: the State's Chapter 90 Reimbursable Roadway Funds and the State's Transportation Improvement Program (TIP).

The Chapter 90 program is a recurring annual state appropriation for municipalities, the amount of which will fluctuate annually based on the formulaic tabulation and legislative authorization factors. Approximately \$699,303 was allocated to Brookline in FY'08 through the Chapter 90 program

CIP Project Management and Design Engineering

The Engineering Section implements projects listed in the Town's CIP, which might entail project planning; feasibility studies; site surveys; design engineering; preparation of specifications and cost estimates; project advertising and bidding; contract execution; and construction administration and supervision. In this capacity, Engineering functions inter-divisionally, serving the professional engineering, architecture, landscape and surveying needs of each of the other divisions within DPW.

The following project briefs, which represent CIP items listed in Parks, Water & Sewer, Highways, as well as Engineering and Transportation, offer an overview of the Division's 2008 endeavors:

Engineering CIP

Roadway Reconstruction 2.7 miles of roadways were resurfaced or reconstructed, totaling 404,100 square feet and representing three local Brookline streets: Middlesex Road, Buckminster Road and Norfolk Road. 6,511 square yards of new concrete sidewalks were installed on these roads.

Sidewalk Maintenance Approximately 1,407 square yards of cement concrete sidewalks and accessibility ramps were replaced.

Roadway Maintenance 2,309 square yards of bituminous concrete repair (patching) to roadway defects and hazards, including lengths of sidewalk that are constructed of bituminous concrete (asphalt), rather than cement concrete, representing a year-end total of 253 tons of asphalt mix applied overlay roadway or sidewalk segments.

Granite Curbing 1,056 linear feet of new granite curb was installed.

Asphalt Berm 2,416 linear feet of bituminous concrete berm (curb) was installed.

Beacon Street Reconstruction and Enhancements

Major construction elements were completed on Beacon Street with the exception of the restoration of the three stairways on the median from Westbourne Terrace and Marion Street. This work and punch list

items should be completed by next summer with final inspections and acceptance to follow shortly thereafter.

NPDES Phase II General Permit for Small Municipal Storm Separate Sewer Systems

The National Pollutant Discharge and Elimination System (NPDES) Phase II - Small Municipal Storm Separate Sewer Systems General Permit (MS4GP) is a permit issued to the Town by the US Environmental Protection Agency (EPA) and the MA Department of Environmental Protection (DEP) authorizing storm water discharges. As part of the permit requirements the Town must develop and manage storm water through a series of Best Management Practices (BMPs).

The DPW/Engineering Division is responsible for the preparation and implementation of the Town's Storm Water Management Program (SWMP). The DEP and EPA require a SWMP to contain the following BMPs:

- Public Education
- Public Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Municipal Good Housekeeping

Eight illicit connections were identified, confirmed and corrected in 2008. The investigation will continue as outlined in the Town's agreement with the EPA.

Seventeen applications were submitted for Stormwater Permits as required by the Town's By-Law which addresses construction site runoff. As a result of the seventeen permits, forty site inspections were made.

Newton Street Landfill

- Capping of the entire front landfill and a portion of the rear landfill was completed.
- Skyline Park was officially opened for public use.
- The Town continued to evaluate remediation options for the properties affected with ash in the Martha's Lane neighborhood with the expectation of starting remediation of some of the properties by Spring 09.

Transportation CIP

New signals

- New pedestrian signals were installed at the intersection of Walnut and Kennard/Chestnut Street.

Parks and Open Space/Recreation CIP

Amory Playground Drainage and pathway improvements, new irrigation system, and reconditioning the playfields.

Putterham Meadows Golf Course New bituminous cart paths were installed on the 2nd, 10th, 14th, 15th and 18th holes.

Water and Sewer (MWRA) Sewer Separation Project. The contract for Phase I of the sewer separation project in lower Beacon Street was awarded and executed. This work involves installing new drains in Colchester Street., Hawes Street., St. Mary's Street., Essex Street., and Ivy Street.

New Employee

Mario Focareto was hired in the position of Civil Engineer Grade 3. Mario worked in the Engineering Division as a Co-op while attending Wentworth Institute of Technology and is responsible for drafting contract plans, field survey, estimating construction costs, office management and project designs.



Mario Focareto
Civil Engineer

Recreation Department

Lisa Paradis, Director

At Brookline Recreation, we strive to offer programs that allow people to thrive as individuals, families, and as members of the Brookline Community. Our goal is to offer programs that help to create quality of life through great parks and exceptional recreation opportunities and that allow community members to experience physical, mental, and social benefits through their leisure time participation. We endeavor to provide opportunities for young people, adults, and senior citizens to live, grow, and develop into healthy, contributing members of our community.

The Recreation Department experienced a number of changes in the past year, most notably the introduction of a new department-wide software application and online registration module. The software has increased productivity within the department and has also provided very effective data analysis for the department to evaluate activity offerings for future planning. In addition, the Department is now able to offer photo ID's, pass memberships at the pool and the RAFT program, and also provides consistency in service among the facilities.



Evelyn Kirrane Aquatics Center

The Evelyn Kirrane Aquatics Center continues to enjoy the fruits of the extensive renovation that was completed in May, 2007. The pool has steadily increased the number of hours offered to the general public for both open swim and lap swim, and increased swim lesson offerings as well. Certification classes have steadily increased in participation and have resulted in expanded offerings. Patrons are now able to choose many different options for swim passes at the pool, including swipe cards that can be reloaded as they are used.



View from the 8th hole

The Brookline Golf Club at Putterham was dedicated in 2008 and was named the Robert T. Lynch Municipal Golf Course at Putterham Meadows. The golf course enjoyed a good season, with total rounds of golf remaining steady due in large part to a new software application and the availability of online tee reservations. Five new cart paths were installed around the course, allowing patrons to access the course in damp or wet weather. Initiatives include annual participation in the Golf Expo and active involvement in the PGA Growth of the Game programs. The Junior Golf Program continues to show

steady growth and is supported by the addition of junior golf tees on the course along with a junior scorecard. The golf professionals continued outreach and partnership with the community includes a Beginner's League, hosting the Steps to Success "On Par After School" program, as well as many clinics offered throughout the spring and summer. The National Recreation and Park Association program "Sticks for Kids" was piloted in 2008, as was the SNAG Golf program, both drawing many participants.

The Larz Anderson Skating Rink had a great season last year with good weather and the help of the new compressors that kept the ice in shape all season. The rink was able to open at the beginning of December 2007 and remain open until the first weekend of March 2008. The rink staff continued the initiative to create more private rental opportunities for the community to reserve and the result was an increase in rentals for the second year in a row. The Parks and Open Space division of Public Works work closely with the Recreation Department to provide a well maintained facility.



Fun at the rink

The Soule Early Childhood Programs at the Soule Recreation Center continues to provide year round programs for children 12 months to Pre-Kindergarten. Over 45 families participate in the Soule programs each year. The Soule Staff has been involved in professional development programs throughout the year that have allowed the center to be consistent with industry standards. The Parent Teacher Organization continues to add support to the center and the families with sponsored events including Back to School BBQ, parent workshops and fundraising efforts. The partnership with the Brookline Schools, BEEP, and participation in the Community Partnership Council enabled the Center to provide additional classroom curriculum including music and literacy specialists. The Soule Center continues to use the wonderful play structures and splash pad that were completed in June 2007. The structures provide the children with an outdoor playscape that is interactive and challenging. The splash pad offers state of the art water play on a regular basis to the children at the Center. The Soule playground and splash pad have been a welcome addition to the neighborhood and community with daily use at a maximum.

Therapeutic Recreation continued to offer various athletic opportunities through the partnership with Special Olympics. In addition, the Recreation Department has partnered with Brookline Quest to provide a social component to the program as well through weekly evening activities that include movies, dinners, sporting events and dances which provide opportunities for youth of all abilities. The Department has seen a sizable increase in demand for the programs, and will continue to seek to offer new opportunities for youth of all abilities.

The growth of the Environmental Education program has been steady throughout 2008. The new Environmental Education Building at the site of the Gardner's Shed at the Soule Recreation Center was completed and opened in 2008, affording a permanent location for the growing environmental education and nature based recreation activities in Brookline. The Department expanded activities and camps for youth and increased the number of family programs throughout the year. Environmental Education has partnered with the Parks and Open Space Division to utilize the various parks facilities throughout the Town to offer programs to all ages and interests. In addition to many other programs, tulip and daffodil

bulbs were planted throughout the Town with 26 Kindergarten classes and 11 Preschool groups engaged in the planting including a classroom lesson and demonstration lead by the Town Environmental Education & Outreach Coordinator.



Kayak Lessons

The department continued to foster partnerships with the community. The Health and Wellness initiatives through Brookline on the Move included the third annual Brookline Fitness Fair in May, which was held in conjunction with the “Brookline Bikes Beacon” event that ended at Amory Park. The Fitness Fair included over 20 Brookline on the Move partners who offered free yoga, tennis, Frisbee golf, dance and athletics. Additional partnerships include the expanded summer camp program with the Brookline Public Schools. The Recreation summer camp offers an afternoon program to those students who are enrolled in the summer school program through BPS Special Services. The BPS Early Education also visited camps to offer support to children in the areas of math and literacy.

The community tennis initiatives continue to be offered at the Waldstein Tennis Courts through the Town tennis provider, NETResults. A “Kickoff to Summer” celebration was sponsored for residents to participate in free tennis clinics to try the program and game of tennis. The event was supported by local businesses and agencies with free giveaways and concessions promoting a healthy, active lifestyle. Additionally, NETResults added many new adult league play opportunities for adults throughout the season. Indoor tennis was a big hit throughout the “off” season, with programs offered by NETResults at the Tappan Facility.

The Annual Summer concert series continued at the Emerson Park in Brookline Village. The Series includes evenings of free outdoor music to the community, and through a partnership with the Parks and Open Space Division, three different outdoor movies for families to enjoy. The financial support by local businesses has continued to be a key to the success to the events.



Summer Concert Series

The department continues to provide the Shovel our Snow (SOS) referral service to the community. The referral program provides a service to the community at minimal cost with fees being set independently by the residents and students.

Skyline Park, located on Newton Street, was opened in June of 2008. The synthetic turf athletic field and amenities surrounding the park have been a great addition to the both the sports organizations and the families in Brookline.

Brookline Youth Soccer recreational soccer program registers approximately 1,100 players each season for youth soccer. The program continues to be a fun, instructional based program that has enjoyed tremendous success in the community.

PUBLIC SCHOOLS OF BROOKLINE

William Lupini, Superintendent



Photo by Michael D'Onofrio

**School Committee: Front Row (L-R) Rebecca Stone, Ira Chan, Henry Warren, Helen Charlupski
Back Row (L-R) Alan Morse, Susan Wolf Ditkoff, Kevin Lang, Judy Meyers, Glenn Cunha, Bill Lupini**

The Public Schools of Brookline include eight Pre-K-8 elementary schools, Brookline High School, a comprehensive high school for grades 9 through 12 and an early childhood center. As of December 2008, there were 6,371 students enrolled in the Public Schools – 4,263 in the elementary schools, 267 Pre-School and 1,766 at Brookline High School.

Twenty-six percent of these students have a home language other than English, speaking one of 65 different languages. More than 350 students are English language learners who are served by English learning programs in their schools. In addition to English, the largest language groups represented by the student body are Russian, Chinese, Japanese, Korean, Hebrew and Spanish.

The Public Schools of Brookline continue to be among the highest performing and most respected school systems in the United States. Brookline students are accepted at highly competitive colleges and universities in numbers that are significantly higher than most other school districts.

Brookline is at the forefront of providing quality public education to its residents. However, our stakeholders believe that successful school systems and organizations only remain high performing when they strive for continuous improvement. Therefore, we have many initiatives currently underway in the system to ensure that Brookline will remain at the forefront of education in the Commonwealth and nation.

Mission Statement

Our mission is to ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and succeed in a diverse and evolving global society.

Core Values

High Achievement for All, Excellence in Teaching, Collaboration, Respect for Human Differences and Educational Equity

Ten Year Vision

The Public Schools of Brookline, Dynamic, Collaborative, Equitable, Engaged with the Community and Contributing to the World

Community Support of the Schools – Override – May 2008

The Public Schools of Brookline (PSB) is grateful for the generous support of the voters who approved an override spending plan for FY'09 that enabled us to address the structural deficit, to increase the length of the school day, and to add an Elementary World Language program.



Students conducting experiment

Additional Instruction Time

With the passage of the override spending plan, we were able to increase the length of our instructional day to meet time on learning requirements and to adequately address Brookline Learning Expectations. At the middle and high school levels, our students did not meet the Massachusetts 990 hour “time and learning” requirement for students at the secondary level. In addition, the Program Review process suggested that the Brookline Learning Expectations were considered inadequate in most, if not all, subject areas when compared to the Massachusetts State Frameworks. The implementation of these revised standards, particularly in core academic areas like Mathematics, Science and English Language Arts, required additional instructional time to meet the needs of our learners.

In the fall of 2008, the length of the school day in the PSB increased by twenty (20) minutes, which represents an additional 6.3% increase to each instructional day. This is the equivalent of an additional 100 minutes per week or ten additional days to the school year. The extra time has helped teachers cover the learning expectations in core academic areas, and supplementary opportunities have been created in schools throughout the PSB to assist students in meeting the Brookline Learning Expectations. The increase in time has also been beneficial in the successful implementation of the Elementary World Language program.

Elementary World Language

The override spending plan that was approved by voters was based on the most current pedagogical research about effective approaches to K-6 elementary world language acquisition, as well as an awareness that Brookline students will be increasingly required to function in a multi-cultural, global society. The proposed program had three major goals:

- to acquire proficiency in speaking, listening, reading and writing in the target language;
- to reinforce learning of the general curriculum content through the study of world language; and
- to acquire an understanding of and appreciation for other cultures.

Our approach to K-6 Elementary World Language is based on the Foreign Language in Elementary Schools (FLES) model, which has formed the basis of Brookline's approach to language acquisition. Students in grades K-2 receive three sessions of instruction per week for 20 minutes per session, and students in grades 3-6 receive three sessions of instruction for 30 minutes per week. World Language teachers spent the first few months of the school year planning this proficiency-based approach to language. They reviewed the Brookline Learning Expectations and gathered input from classroom teachers to develop curriculum and assessments that are integrated, address speaking, listening, reading and writing skills, and provide students with an opportunity to build their cultural awareness. The Elementary World Language teachers and classroom teachers also worked together to create engaging opportunities for students that would help build excitement leading up to the first day of instruction. Students participated in a number of activities leading up to this first day of instruction that included countdowns to the EWL kick-off, decorating their classrooms and rehearsing their school's code of conduct in the target language. Students and teachers also spent time planning fiestas and celebrations in honor of the Chinese New Year.

Elementary World Language teachers made their big debut on January 21, 2009, which marked the first day of EWL instruction for all K-6 students in the PSB. Students were highly engaged as their EWL teachers communicated exclusively in the target language, and classroom teachers were on hand to offer their support. Classroom teachers have been instrumental in the curriculum development process, and they have assisted in a number of projects, such as the development of the Grade 6 grading contract and rubric. We commend our EWL and classroom teachers for their collaborative efforts, and we have already begun to see that students are the direct beneficiaries of this strong partnership.

STRATEGIC PLAN

A dynamic school system operates in the present while focusing on its potential for the future. The Strategic Plan of The Public Schools of Brookline (PSB), recently adopted by the School Committee, provides a catalyst for our future educational endeavors and a blueprint for documenting our system's continued success. Specific goals and strategies for our system and schools are derived from our mission: "To ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and to succeed in a diverse and evolving global society." Our priorities and definition of success are derived from four strategic areas of focus:

Academic Excellence through Content, Pedagogy and Relationships

Goal 1: Increase the achievement of all students by creating learning environments that successfully balance content, pedagogy and student-teacher relationships.

Educational Equity

Goal 2: Eliminate achievement gaps with respect to race, ethnicity and socio-economic status and increase the achievement of students with special needs through individualized strategies and programs.

Thriving in a Complex Global Society

Goal 3: Prepare students with the intellectual, interpersonal and reflective skills needed to thrive in an increasingly complex and diverse global society.

Continuous Improvement Using Data

Goal 4: Foster a cycle of continuous improvement by using data to effectively examine system-wide programs and practices.

The Strategic Planning Process: 2007-2009

The strategic planning process began in 2007 when our school system engaged for the first time in strategic planning, a comprehensive process designed to define a long-term vision, as well as the mission, core values, and goals for our schools.

On January 22, 2009, the School Committee accepted the Strategic Plan, which has become the operational framework for programmatic, financial, and pedagogical prioritization and planning in the Public Schools of Brookline. The PSB's Strategic Plan has already begun to inform processes such as budgeting, goal-setting for administrators and teachers, grant applications through community partnerships like the Brookline Education Foundation and the 21st Century Fund, School Council training and the development of School Improvement Plans to name only a few. Efforts are currently underway to

develop an implementation strategy designed to further engage educators throughout the system in the strategic planning process and to help us measure our progress toward the four goals. Through this well-developed and highly integrated approach, it is our intention to address each and every one of the four goals of the PSB's Strategic Plan within the next five years.

PROGRAM HIGHLIGHTS

Early Childhood

The Brookline Early Education Program is an outgrowth of the Brookline Early Education Project (BEEP), a ten year research project which demonstrated that high quality education for young children enhances their later success in school. All teachers who work in BEEP classrooms hold degrees and certifications in early education. These programs are funded by parent fees, Community Partnerships for Children Grants from the Massachusetts Department of Early Education and Care and the Brookline Public Schools. Partial Tuition subsidy is available to families who qualify.



Photo by Jean Stringham

Enjoying a good book at Runkle School

The mission of the early childhood programs of the Public Schools of Brookline is to provide an inclusive environment where all children from ages three to five can learn social competency, develop cognitive, motor and language skills and expand their understanding of themselves and the world in which we live. BEEP offers a total of 19 inclusive Preschool and Pre-kindergarten programs located in each elementary school, the Lynch Center and Brookline High School. In addition, a specialized program for preschoolers with Autism spectrum disorders is located at the Lynch Center. BEEP serves 290 children across town and is supervised by the Principal of Early Education and two Program Coordinators. The Early Education classrooms include children with a range of developmental levels from diverse cultural backgrounds. A small class size, highly qualified teaching staff, and small pupil teacher ratios combine to support children in the early years of their education.

BEEP curriculum is theme based, building upon the needs, strengths and interests of the children, while targeting individual goals and objectives. Visual cues, with pictures and print, are used to depict the daily routine, label interest centers and materials and encourage independence. The classrooms are organized to support a variety of learning styles through the use of interest centers. These centers provide focus for activities which actively engage children and are in keeping with national accreditation standards.

The Public Schools of Brookline act as the lead Agency for the Community Partnership Grant that provides funding for tuition subsidy to early childhood programs for low and moderate income families and for children with risk factors that may interfere with their success in school. This helps ensure that all of the children in Brookline have an opportunity to experience high quality educational experiences prior to entering kindergarten. The grant requires partnership with public and private programs. All programs must meet national accreditation standards to participate. The grant has provided support in music, literacy development, curriculum consultation, behavior and language consultation and professional development. As a result of the grant, Brookline has established a comprehensive early childhood network and improved the transition to kindergarten for all students.

English Language Learner (ELL)

The English Language Learner (ELL) Program provides instructional services to students in grades K-12 who are learning English as a second language. The program is designed to teach students English, to support their academic achievement, to facilitate their cultural and social adjustment, and to assist with

parent involvement. Each year, the program serves more than 500 children representing over 35 language groups.

With the passage of Question 2 in November 2002, transitional bilingual education was virtually eliminated in Massachusetts, to be replaced by programs of “Sheltered English Instruction” (SEI). Brookline’s adjustment to this new model has been relatively smooth, resulting in a program name change and some minor adjustments in materials and instruction. Brookline follows an integrative SEI program model: Students work with ELL staff for part of their school day and are integrated into regular classrooms where they participate in instruction and activities with English speaking peers. The amount of integration and support varies according to each student’s needs, grade, and level of English proficiency. In addition, regular classroom teachers are offered professional development opportunities to become trained in working with ELL students and in providing sheltered instruction, and ELL staff often work within regular classrooms to assist with instruction. Primary language support, utilized for clarification, is available at specific elementary schools in Chinese, Hebrew, Japanese, Korean, Russian, and Spanish. ELL students participate in annual state wide English language proficiency assessments, and almost all take MCAS tests as well. We continue to monitor students’ progress on these assessments. In general, ELL students in Brookline are mainstreamed from the program within two years of initial enrollment.

Finally, ELL program staff has completed the development of a comprehensive curriculum guide, grades K-12, that is based on the new Massachusetts *English Language Proficiency Benchmarks and Outcomes for English Language Learners* and a K-12 Placement Assessment System that will be used to accurately determine a student’s level of proficiency and required services.

Equity Report

The Equity Project was designed to eliminate the achievement gap among Brookline’s diverse student body. While most of our students achieve at high levels, gaps in achievement remain for low-income children, English language learners, Hispanic students, Black students, and other subgroups. Through the Equity Project, target areas have been identified as critical strategies to raise achievement for all students. These areas include, but are not limited to, increasing opportunities for students to participate in our early education programs, attracting and retaining a more diverse professional and support staff, streamlining support for students in after-school and summer programs (e.g. homework support), creating better transitions between our preK-8 schools and Brookline High School, increasing our capacity for gathering, reporting and utilizing data, and providing a Brookline experience for METCO students beginning in kindergarten whenever possible. In addition, Brookline is an active member of the national Minority Student Achievement Network (MSAN), a consortium of twenty-five highly regarded school districts dedicated to eliminating the achievement gaps and increasing achievement for all students. The Equity Project has become the overarching plan for the Public Schools of Brookline, and is serving as the basis for an even more comprehensive strategic planning process.

With a commitment to eliminate the racial achievement gap, in 2002 the Public Schools of Brookline launched the Brookline Educational Equity Project: Taking Action, Getting Results. Since its inception, the Equity Project has gained strength by working closely with teachers, principals, and parents. Each school has created an Equity Team to guide the study and implementation of actions at the building level. Within this structure, actions for improvement are developed with teachers, principals, and parents to address issues at the school.

Examples of actions and improvements within the schools include: before and after school tutoring, mentoring programs, and parent/faculty “courageous conversations about race and achievement.” As a school system, we continue active participation in the Minority Student Achievement Network (MSAN) and its Research Practitioners Council. Through this network, we work with other districts across the nation seeking to gain a better understanding of the complexities of the achievement gap and share successful strategies as we work toward its elimination.



High School Science class

Photo by Jean Stringham

Metco

The Public Schools of Brookline is a charter member of the Metropolitan Council for Educational Opportunity (METCO), a voluntary integration program founded in 1966 which provides K-12 education for over 300 students from Boston. METCO students participate in all aspects of the academic and extracurricular life of the schools and are supported by the METCO Director and staff.

The program's objectives are:

- To ensure high academic achievement for all METCO students;
- To provide opportunities for student leadership;
- To collaborate with and support families in the Brookline METCO Program;
- To increase and maintain partnerships/collaborations between Boston families and Brookline families;
- To provide access to educational opportunities and resources/services unique to the Public Schools of Brookline;
- To celebrate and make public the accomplishments and successes of students in the METCO Program;
- To provide access to a range of educational opportunities beyond Pre-K-12 Public Schools of Brookline

Opportunity for Change (OFC)

The Opportunity for Change Program (OFC) is committed to helping students make changes in order to succeed without compromising academic standards. In a compact nurturing environment, students experience a supportive structure outside the mainstream schedule. We want our students to feel in control of their lives. In order to do that, they must learn how to access information, to interpret data and to solve problems. We seek to provide a college preparatory curriculum for students who have not found success in the mainstream. Instead of taking multiple classes at once, students take one academic class per two-week cycle and receive a report card at the end of each cycle. Students take English, Math, Social Studies and Science in OFC and Health and Fitness in the mainstream. Students may choose to enroll in a mainstream World Language or elective course during A or B block. Students also participate in an OFC homeroom and an Academic Achievement study hall. In addition to classroom curriculum, the program reaches beyond the walls of the school, offering opportunities for travel and cultural enrichment, from Boston's museums to Wachusett's ski slopes. OFC engages families to ensure the success of their child. This includes organizing support systems in the school and community for the well being of the student. OFC is limited to 48 students in grades 10, 11, and 12. Acceptance into the program follows an extensive admissions process that includes the student, their family, and the Coordinator.

Program Review

The Public Schools of Brookline is committed to the continuous improvement of all programs and curriculum areas. Historically, there have been different procedures in place for examining our programs and student achievement. Beginning in September of 2004, a new process was established to provide a comprehensive and rigorous examination of our programs with the goal of improving student achievement. This process, *Program Review*, is now in its third year. The process requires the use of established evaluation methods to measure the quality of our school programs and to determine strategies for continuous improvement.

The Program Review process involves four phases:

- *Phase I: Study* – Assess the current state of the program with the assistance of an outside data gatherer. Create a vision for the future with stakeholder input. Determine areas of strength and areas for improvement and begin to plan how to address them.
- *Phase II: Plan* - Create a plan to address the areas for growth and improvement. Define resources and determine available funding.
- *Phase III: Implement* – Put the plan (strategies/actions for continuous improvement) into place with adequate resources and professional development.
- *Phase IV: Review* - Review the process. Check on the progress of the implementation plans. Collect data on the indicators of success.

The work of Program Review for each program/curriculum area is carried out by a committee comprised of teachers, parents, administrators, and the Academic Data Analyst, and led by the Director of Grants

and Program Review and the curriculum/program coordinators for the program under review. Updates on committee work are regularly given to the Deputy Superintendent for Teaching and Learning. Phase I and II reports are presented to the School Committee, and any other updates/reports as requested.

Special Education

Special education services throughout the district continue to address the needs of identified learners between the ages of three and twenty-two, who require specialized instruction to support access to the curriculum. A wide range of services are provided to meet the individual needs of students, from academic support to related services in areas such as speech, occupational, and physical therapy. In addition, counseling and guidance services help students address issues of adjustment and social/emotional concerns.

Staff members continue to work closely with families in assuring that services needed are identified and provided to students in accordance with applicable mandates. A strong and positive relationship exists between district staff and the Special Education Parent Advisory Council to the benefit of the school system, students, and families.

Strong collaboration with regular education staff is a concerted and deliberate effort to provide services to students in the most inclusive manner to benefit all students within the class setting. Providing consultation and professional development opportunities to both regular education and special education professionals across the district is an active approach to further the joint efforts of all teachers to provide students with support and instruction in the most inclusive, appropriate setting.

Steps to Success

Steps to Success (STS) is a comprehensive educational achievement program providing academic, social development and family support for low-income students and their families. Working with students in Grades 4 to 12, the program seeks to break through the attitudes and substantive barriers - both personal and institutional - that can make it difficult for these students to succeed in school and pursue higher education. A school- and community-based program, STS currently engages approximately 300 students and their families, most living in Brookline public housing, in programs designed to ensure that school success and post-secondary education become absolute goals and achievable realities for our students.



Photo by Janet Selcer

Steps to Success Leadership Team

We work in four programmatic areas:

- Academic enrichment and mentoring through after school programs, regular cultural/educational excursions, summer activities and homework centers;
- Work connections for youth, providing work placements for over 80 paid summer interns, grades 8-12, in both public and private sector employment;
- Early college awareness and readiness through campus visits and programs with our college partners, SAT prep and detailed work on the college application and financial aid process; and
- Family support services, offering free English language Classes; resource and referral services for low-income adults wishing to reconnect with education, job readiness and training, and work opportunities; and a system of home visiting to ensure the parents/guardians of our students are able to become involved with their children's education.

The 250 students who live in public housing form the core of STS and receive the services of a unique long-term mentoring relationship with STS Advisors at the elementary and secondary levels. With all components working together, the STS model has achieved results! Though prior to STS, only 30-50% of students residing in public housing went on to college, of its three cohorts of graduating high school seniors, 87%, 85% and 92% of STS students are currently enrolled in higher education institutions.

Brookline Adult & Community Education

Brookline Adult & Community Education, the largest non-credit public education program in Massachusetts, has expanded the concept of learning throughout the Brookline community and beyond. A program of the Public Schools, it offers a curriculum of over 500 courses in addition to special and on-going civic projects during the fall, winter, spring, and summer. The program, which has grown to close to 20,000 enrollments, provides courses for adults, school children, and introductory language training for new residents and older adults. A broad menu of adult courses are offered that reflect community interest in the world, including Chinese, Japanese, Russian, French, Spanish, Arabic, and American Sign Language instruction. Students discuss world affairs and global investing and explore the ethnic music, dance, and cooking of many cultures.

Courses focusing on philosophical and spiritual awareness and reflection also respond to active community interest. Each term, regular program offerings include humanities, music, dance, exercise, arts, computers, cooking, business, and investment for various skill levels. The highly qualified instructors are drawn from Brookline and neighboring towns, and include artists, entrepreneurs, skilled craftspeople, and professional educators. A number of annual special events such as programs with the Frederick Law Olmsted National Historic Site, and the Public Health Forum, hosted by former Massachusetts Governor Michael Dukakis are presented.

Brookline Adult & Community Education also presents many stimulating special events. During the spring semester, the Threshold Program at Lesley University will present the process of moving from a dependent to an independent lifestyle through a fundamentally unique education program that is curriculum and skill based. The Landmark Student Advocates from the Landmark School increase our awareness and understanding of learning differences. Through video, PowerPoint slide presentation and the students themselves we hear first-hand about how these students recognize and advocate for their own learning styles. The *Thursday Evening Lecture Series* remains as a staple in the program offering cutting edge topics and current issues such as desegregation, presidential election, Autism, aging services, and healing.

The summer is filled with sounds of students participating in our *Smart Summers Program*. This program is an exciting summer enrichment program for students in grades 1-6. Specific programs are designed to meet the children's diverse talents such as *Cybersummer* for students who want to build their own websites, *Theater Arts* for children who love drama, *Curious Kids* for children who like to explore, *Creative Arts* for those who want to experience the arts and *International* for emerging bilingual students to improve their spoken and written English skills.

On-going co-sponsored courses with various town agencies, such as the Council on Aging, Brookline Health, Brookline Parks and Recreation, the Friends of the Performing Arts, National Park Services, the School/Community Partnership, and the Brookline Public Library continue to be mainstays of the program.

Through its proud tradition of public schooling, the "business" of Brookline has always been education. Brookline Adult & Community Education builds on this tradition, expanding the concept of community education to serve the many diverse constituencies that make up the Brookline community. Its goal is to continue to bring the community together in its essential work - education for the improvement of the quality of life for all its members.

LIBRARY

James C. Flaherty, Director

Introduction

2008 was an exciting year for the Public Library of Brookline. In January, we completed our fifth full year in the renovated Main Library. The facility continues to impress visitors and has adapted well to a steady increase in the number of users. Last year, almost 400,000 people visited the Main Library. While we do minor repairs and touch up the paint in heavy traffic areas on a regular basis, in spots the building is showing some signs of wear. We have requested funds to allow us to replace carpeting, paint entire areas, and in general provide a “facelift” every six or seven years.

Service

Total circulation at all three libraries increased by two percent in FY2008. While below the double digit increases of some prior years, 2008 continued the string of six consecutive annual increases. Since the Main Library renovations were completed in 2003, library usage town-wide has increased 75%. During 2008, we lent 95,972 items to other Minuteman Library Network (MLN) members and borrowed 132,023 items from them for Brookline patrons. Brookline patrons are requesting materials on-line in record numbers, which results in our being the second highest net borrower in the network. Only Newton lends more items to other libraries than Brookline. This ability to share resources has proven to be a major enhancement to library service all across the state.

Our Children's Departments were busier than ever in 2008. Story hours continue to be very popular and we are now offering eight programs each week for children ages 1 to 6. Due to the generous support from the Brookline Library Foundation and the Friends of the Library, we were able to host a wide range of storytellers, magicians, artists and performers at all three libraries. In cooperation with the Children's Book Shop six award winning authors and illustrators visited the library to read, draw, and sign their books. The popularity of the statewide summer reading program has steadily grown over the past few years and is now a much anticipated annual event for children of all ages. Last summer's program was called “Wild Reads” and featured books about wild animals. 569 children participated in the program. Collectively, they wrote 660 onlinebook reviews, and read 3,343 books. 285,070 items were circulated to children last year, accounting for 24% of our total usage. The Children's Department is also a great resource for parents and teachers. We currently have over 180 booklists available on topics ranging from adoption to zebras.



Laura Numeroff reads her book to children at story hour

In addition to lending books, over the past several years, the library has provided an increasing number of educational and cultural programs aimed at not just children but residents of all ages. The Reference Department sponsors three book discussion groups at the Main Library and one at each branch. Building on four years of success, BROOKLINE READS again encouraged the entire community to read the same book. This year it was *Blind Side*. Through book discussion groups, film, and panel discussions thousands of people came together around the themes raised. Close to 300 people attended the programs that extended over a five week period.

In recent years, more and more information has been made available in electronic format and the library has made every effort to make this information available to our users. Some of these services are paid for by the State or the Metrowest Regional Library System and others are made available through our membership in the Minuteman Library Network (MLN). MLN is a consortium of 43 public and academic libraries who work together to enhance service for library users. MLN has a web site (<http://www.mln.lib.ma.us>) that provides links to many useful Internet resources. Many of the databases available at the library may also be accessed from your home by visiting the MLN web site or the Brookline Library's web site at (<http://www.brooklinelibrary.org>). State budget cuts have led to the loss of several of these databases over the past five years. In spite of these cutbacks, the number of uses the remaining databases receive continues to grow as their availability and value becomes more well known to library users.

As mentioned above, over the past six years library circulation has increased 75%, without any increase in library staffing. In May, Town Meeting approved funding for the implementation of a radio frequency identification (RFID) system to be used for inventory control and security. This is the same technology used by Fastlane to expedite toll collection on turnpikes and bridges. Currently, when you check out a book a staff member must first scan every bar code label in one motion and then turn off the theft detection strip in a second motion. RFID allows libraries to process multiple items simultaneously, five to ten at a time, and perform both functions in one motion. It also greatly enhances the ability for patrons to "do it themselves", using an improved version of what is used at Home Depot or Stop and Shop. Most libraries using RFID report that 50-90% of all their checkouts are done by the patrons at a self-check kiosk. Brookline will be joining with the Cambridge and Wellesley libraries to implement this technology during 2009. It is our hope that this new tool will allow the library to keep pace with the ever increasing demands of our patrons, without having to add additional staff.



Library Board of Trustees

Trustees and Staff

Gary Jones, Karen Livingston, Jon Margolis, and Mary Sullivan were re-elected to the Board of Library Trustees in May. Full time staff work 37 hours per week, including evenings and Saturday and Sunday hours. Educational backgrounds include English, history, literature, children's literature, mathematics, biology, music and computer science with 26 of the full-time employees holding Masters' Degrees in library science. The year saw a number of staffing changes. After more than 40 years of service, Robert Sullivan retired from his position as Reference Librarian at the Main Library. Bob was an institution, someone who genuinely enjoyed going out of his way to be helpful. His personnel folder was full of letters from countless patrons, who over the years felt compelled to acknowledge his assistance. Bob will be missed by everyone he came into contact with. Linda Lewis Sylvester resigned from her position as a Children's Librarian at the Main Library to accept a position closer to her home in Salem. She too will be sorely missed. Colin Wilkens started work as a Reference Librarian in September. Colin holds a Bachelor's Degree from Davidson College in Anthropology and an MLS from Simmons College. In addition to his experience at the Roanoke (VA) Public Library, for the past two years, Colin was a Research Librarian at the Boston Herald. Natalie Layne joined us as a Children's Librarian at the Main Library. For the past two years, Natalie has served as head of Children's Services at the Saugus Public Library. Prior to that, she held two public library positions in Ohio. She received both an MLS and an MBA from Kent State University.

Friends

The Friends continued to hold their ongoing book sale in the lobby of the Main Library. Due to the hard work of a small team of volunteers, this “honor system” sale is more profitable than ever. The Friends use their revenue to enhance library service. They have sponsored a growing number of children’s programs including; storytellers, musicians, magicians and other educational and entertaining programs at all three libraries. They also jointly sponsor a number of programs with the Trustees. The popularity of the ESL conversation groups, sponsored by the Friends, reached the point where they are now offered at all three libraries.



Author Annie Barrows visits Brookline Library

The Friends are always looking for volunteers to help with the events discussed above, as well as with other ongoing activities. Please ask for a brochure the next time you visit the library, or visit <http://friendsofthebrooklinelibrary.org>.

Brookline Library Foundation

The Brookline Library Foundation was incorporated in 1999 as an independent non-profit 501 (c) 3 corporation, whose initial purpose was to raise funds in support of the renovation of the Main Library. After contributing more than \$4 million for the Main Library renovation project, the Foundation continues to raise funds through an annual mailing and its annual Winter Gala. Last year’s Gala was attended by almost 400 people. The Foundation has made significant contributions to upgrade the façade at the Coolidge Corner Branch, the landscaping at the Main Library (mentioned below), and in 2008 authorized funds for furniture and equipment which will be purchased when the Putterham Branch Library is renovated in 2009. We would not be able to provide the level of service our patrons have come to expect without the support of the Foundation.

Brookline Library Music Association (BLMA)

BLMA presented its regular schedule in 2008, its 57th year of offering free music to the citizens of Brookline. Six concerts were held drawing more than 600 enthusiastic music lovers. This year’s concerts featured a wide variety of musical styles.

Facilities

A \$100,000 contribution by the Brookline Library Foundation allowed the Park Division of DPW to complete major improvements to the landscape surrounding the Main Library. For many years patrons have been walking across the lawn in order to reach the front entrance from School St. As part of this project, paths have been laid out in compliance with the American’s With Disabilities Act. In addition, benches and plantings have been added and the lawn has been renewed.

In December, the Assessor’s Department moved out of the meeting room at the Putterham Branch Library, space they had been using for the past 18 months while the Town Hall was being renovated. While we were happy to provide this service, we are pleased to be able to resume storytimes and other programs in that space. At the end of the year, plans were being finalized for the start of the long delayed replacement of the heating, ventilation, and air conditioning system.

Challenges

While we are very pleased with the public's enthusiastic response to the many services we offer, keeping up with patron demands remains a real challenge. Recognizing our dramatic increase in usage, Town Meeting approved the hiring of an additional full-time Library Assistant in January of 2006. Unfortunately, this gain was wiped out when a hiring freeze resulted in our not being able to replace a long-time employee who retired less than a year later. Over the past several years we have become increasingly dependent on the use of volunteers and work-study students from Boston University and U Mass. Boston as a means of maintaining current hours of operations and expected service levels. It is our hope that the use of RFID technology will be a significant help to us by the end of 2009.

Conclusion

I want to thank the Library staff for continuing to provide a high level of customer service, in spite of an increased workload. I also want to thank the Brookline Library Foundation and the Friends of the Library for their support. In addition the Trustees and staff greatly appreciate the support the Library receives from the Board of Selectmen, Advisory Committee, Town Meeting and other municipal departments. Most importantly, however, we want to thank the citizens of Brookline, who demonstrate how important they feel the Public Library of Brookline is by their ever increasing use of our services. We look forward to 2009.

PLANNING AND COMMUNITY DEVELOPMENT

Jeff Levine, AICP, Director

The Department of Planning and Community Development is responsible for managing and coordinating development review, zoning, subdivision, design review, capital improvement, housing, historic preservation, economic development, and the Community Development Block (CDBG) Grant program. The Department provides support to the Planning Board, Board of Appeals, Housing Advisory Board, Economic Development Advisory Board, Preservation Commission and other appointed committees and task forces.

The Department welcomed three new employees in 2008. Kara Brewton heads the Economic Development division of the Department. Jean Innamorati, an experienced preservation professional most recently working in Vermont, is the new Preservation Planner. Courtney Starling is a new Land Use Planner.

REGULATORY PLANNING

Regulatory planning activities – consisting of the zoning related planning activities and historic preservation functions – are managed by Assistant Director Polly Selkoe, AICP.

PLANNING DIVISION

Mission

The Planning Division, in addition to serving as staff to the Planning Board, Design Advisory Teams, Zoning By-Law Committee, Sign By-Law Committee, and other appointed committees, guides applicants through the special permit, variance, and design review processes, and represents the Planning Board at Board of Appeals hearings. The Division also prepares façade and sign design review reports and presents them to the Planning Board for its approval. In addition, the Planning Division prepares and implements the Town's Comprehensive Plan and conducts research, studies, and plans to guide physical development and capital investment in the Town.

Staff

The Planning division is staffed by two full-time Planners, Lara Curtis, AICP, and Courtney Starling, who replaced Adam Serafin, AICP, in August. The planners facilitate design review of all signs, facades and wireless telecommunications in the Town and aid the Planning Board and Board of Appeals in the special permit and variance approval process for development proposals. They also formulate protective conditions to mitigate impact from development projects which are typically incorporated into the Board of Appeals approval decisions.

Planning Board

The Planning Board is a five-member citizen committee appointed by the Board of Selectmen. The Board holds evening public meetings approximately every two weeks to consider and make recommendations to the Board of Appeals on all development proposals that require zoning relief. The Planning Board facilitates a public forum on a

quarterly basis to give citizens an opportunity to raise planning issues that are of concern to them. The Planning Board also reviews all proposed commercial signage and awnings, façade alterations, and wireless telecommunication facilities proposed for the Town. The 2008 Board Members were: Kenneth Goldstein, who served as Chairman, Mark Zarrillo who served as clerk, Linda Hamlin, Steve Heiken and Jerome Kampler.



Planning Board
(L-R) Jerry Kampler, Linda Hamlin,
Mark Zarrillo, and Steve Heiken

The Planning Board also convenes Design Advisory Teams and Design Advisory Groups to evaluate the design aspects of major and moderate impact projects as well as and choose Board members to serve as liaisons to other Town Committees, such as the Housing Advisory Board, the Selectmen's Climate Action Committee, the Zoning By-Law Committee, and the Sign By-law Committee.

Development and Design Review

A Design Advisory Team (DAT) was appointed by the Planning Board to assist with its design review of 2-4 Brookline Place, a major impact project proposal that consists of a mixed-use building containing retail space on the ground floor, medical and administrative offices on levels two through eight, a landscaped pedestrian plaza and an underground parking garage. A DAT was also appointed by the Planning Board for the former Red Cab site at 111 Boylston Street proposed for redevelopment into a 70,000 square foot four-story medical office building. In addition, following on the recommendations of the Committee on Town Organization and Structure, to provide some formal design review of moderate-sized projects, a Design Group was appointed by the Planning Board to review a proposal to construct a residential development at 109-115 Sewall Avenue. Numerous hours were spent by these Brookline architects, design professionals, and neighborhood representatives who volunteer their time to help ensure that neighborhood concerns are addressed and that the development will enhance the overall appearance of the Town.



2-4 Brookline Place

Other reviews of 2008 Board of Appeals cases included: the development of five townhouses at The Parkway on Hammond Pond Parkway; the conversion of a carriage barn at 26 Chestnut Street into a new single-family house; and the conversion of a two-family home into a three-family home at 62 Centre Street in Coolidge Corner that was recently rezoned to an F-1.0 zoning district.



**The Parkway on
Hammond Pond Parkway**

Design review of commercial signs, awnings, façades, handicap ramps, and wireless telecommunication facilities are also an important part of the Planning Division and Planning Board's responsibilities in order to preserve and enhance the attractiveness and viability of the Town's commercial areas.

Renovated façades were approved for Tamarind Bay at 1665 Beacon Street, The Road House at 1700 Beacon Street, Panera Bread at 299 Harvard Street, and Jerusalem Pita and Grill at 10 Pleasant Street. Additionally, various freestanding and façade signs and awnings were approved on Beacon, Boylston, Harvard and Washington Streets, and Commonwealth Avenue.

The Planning Division plays a key role in facilitating the review and approval process of proposed zoning warrant articles. In Spring 2008, Town Meeting approved two Zoning By-law amendments proposed by the Planning and Community Development Department and recommended by the Zoning By-Law Committee, including one that fully incorporated the three-family zoning district (F-1.0) into the Zoning By-Law. Town Meeting also approved an amendment to §5.06 of the Zoning By-Law that revised the parking requirements in the GMR zoning district.

In Fall 2008, the Planning Board reviewed and made recommendations on six zoning amendments, three of which were approved by Town Meeting. One approved amendment created a provision in the use regulations to allow large family home day-cares by special permit until June 1, 2010. Town Meeting also approved an amendment to require the square footage of affordable units to be measured by the interior of the perimeter walls.

Finally, an amendment was enacted to require a Design Advisory Team for all major impact projects and modifications to all previously approved major impact projects. The Planning division continues to work with the Zoning By-Law Committee on future zoning issues and possible amendments.

PRESERVATION DIVISION

The Preservation Division provides staff support and technical consulting to the Brookline Preservation Commission (BPC). The BPC is responsible for the educational, cultural, physical, economic, and general welfare of the public through the preservation of the historical and cultural assets of Brookline, including buildings, sites and districts of historical and architectural significance. It also tries to encourage the development of appropriate uses and settings for such buildings and places.



Preservation Commission

Back Row: L-R: Ashling Fingleton, Wendy Ecker, Dennis DeWitt, Steven Kanes, David King; Natalie Wampler-Schmidt and Jean Innamorati.
Front Row: L-R: Bruce Cohen, Sheri Flagler, Gary Gross & Greer Hardwicke

The Commission, appointed by the Selectmen, consists of Sheri Flagler, Chair; James Batchelor, Vice-Chair; Dennis DeWitt; Gary Gross; Ashling Fingleton and Elton Elperin; and Steve Kanes. Commission alternates include Wendy Ecker; Linda Leary; David King (appointed this year); and Bruce Cohen (appointed this year). Greer Hardwicke and Roger Reed served as staff to the Commission for most of the year. Natalie Schmitt-Wampler continued her generous volunteer work in supporting the BPC. This fall, Roger Reed accepted a job reviewing Investment Tax Credit projects for the National Park Service in Washington, D.C. For fourteen years, Roger was a valued advisor to the Commission and the residents of Brookline. However, the Commission has been fortunate to hire a new preservation planner, Jean Innamorati, who recently received a master's degree in preservation from the University of Vermont.

Local Historic Districts

The Commission administers Brookline's five Local Historic Districts: Pill Hill, Cottage Farm, Graffam-McKay, Harvard Avenue and Chestnut Hill North. This past year the Commission acted on 82 applications at its monthly meetings, reviewing exterior design.

Demolition

The BPC is also responsible for reviewing cases under the Demolition Delay By-law of the Town. Each property is evaluated to determine if it is historically, architecturally and/or culturally significant before a demolition permit is issued. If a property is deemed significant, the Commission pursues alternatives to demolition with the participants. In 2008, the office reviewed 24 cases. Six resulted in the imposition of a stay of demolition. A major case included two houses built in the late 1920s and early 1930s at the Sargent Estates, land once owned by Charles Sprague Sargent. These properties on Sargent Pond were eventually demolished, but the Town obtained a conservation easement to help ensure water quality at this irreplaceable resource. In addition, the properties were documented and several objects were conserved.



40 Cottage Street

Preservation Awards

This year's 19th annual Preservation Award ceremony was held at 43 Hawes Street, the renovated residence of George Wightman, now part of Wheelock College. The year's honorees included the owners and organizations responsible for the rehabilitation of 69 Monmouth Street, 19 Colchester Street, 74 Davis Avenue, 1051 Beacon Street, and the benches on the green at Philbrick Square. It also recognized Roger Reed and Barbara Soifer for their contributions to Brookline's historic heritage.



74 Davis Avenue



Certified Local Government/Design Review

As a Certified Local Government, the Commission reviews projects involving National and State Register properties. The Commission continued to monitor the dredging and restoration project of the Emerald Necklace. The Commission has also been involved in the planning process for the disposition of the two historic Fisher Hill reservoir sites, both listed on the National Register of Historic Places.

Historic Properties

The Division staff worked with the Building Department and the Brookline Historical Society to maintain the historic Town-owned properties. The exterior of Widow Harris House was painted this past year.

Design Review for Planning Board

The Commission continues to work with the Planning division on cases that come before the Planning Board that involve properties listed in the National Register of Historic Places. The Commission consulted with the Planning Division on many design cases.

Other

The Survey & Planning project to research the houses built in Brookline in the 1930s to the 1960s funded by the Massachusetts Historical Commission was completed in the summer by consultant Kathleen Kelly Broomer and the staff. Sections of South Brookline were inventoried for the first time, bringing to light early 20th century settlement patterns and the works of local architects.

The BPC also obtained a matching Massachusetts Preservation Projects Fund grant to hire a consultant to complete a conditions study of the Brookline Reservoir Gatehouse. The structure has national importance as one of the first structures in America to have an iron roof and cast iron stairs. This report will assist the Town in planning for stabilization, future restoration, and adaptive reuse.

The office answered over 700 inquiries for technical and/or historic inquiries. Among those assisted were the Public Library of Brookline, Department of Public Works, Brookline Historical Society, Brookline School Department, the Boston Globe, the Brookline TAB; the High Street Hill Neighborhood Association, Cambridge Historical Commission, Park & Recreation Commission, the JFK Historic site, the Frederick Law Olmsted Historic site, the Jackson Homestead in Newton, the Brookline Green Space Alliance, Walk Boston, Brookline Arts Center, Hidden Brookline, the Coolidge Corner Theatre Foundation and the Massachusetts Association for the Blind.

COMMUNITY PLANNING

Community planning activities – consisting of the Community Development Block Grant, affordable housing, and other special project planning functions – are managed by Assistant Director Joe Viola.

Community Development Division

The Community Development division is responsible for administration, oversight, and monitoring of the Town's Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD). For fiscal year 2008 (July 1, 2007 to June 30, 2008), the Town received approximately \$1.65 million in CDBG funds to direct toward eligible activities such as the creation of affordable housing, the provision of social services and public improvements that benefit low- and moderate-income residents of Brookline.

This past fiscal year, funds were committed to many worthy activities. CDBG funding was provided for the reconstruction of the Juniper Street Playground; facilities improvements to the Brookline Community Mental Health Center, Barry L. Price Center, and Humanity House; capital assistance to the Brookline Housing Authority for projects at various facilities; design and engineering services for the Gateway East project; and preservation and creation of affordable housing units. A percentage (15%) of the grant was allocated to social service agencies for support assistance. The CDBG program also supports the Department's other comprehensive planning, historic preservation, and housing activities.

In response to HUD requirements, Gail M. Lewis, the Town's CD Administrator, is responsible for performing administrative oversight and coordination of the daily operations of the entitlement grant and sub-grantee supported activities for the CDBG entitlement program, Assisting Ms. Lewis on a part-time basis with fiscal

administration of the grant is Ms. Ewana Lindo-Smith.

Grant Administration

Funding to the Town's entitlement grant has been reduced by approximately 20 percent over the last five years. At the same time, the administrative requirements of the program have significantly increased. Program requirements include, but are not limited to, developing a One-Year Action Plan for how the grant will be expended; developing yearly a Consolidated Annual Program Evaluation Report (CAPER), which examines how

CDBG funds were spent the prior year; adopting new regulations on performance measurements, used to track how successful grantees were in achieving program outcomes; monitoring subrecipient grant compliance; filing appropriate documentation necessary for compliance with federal and state entities; and working with the Community Development Advisory Committee every winter in review of applications for grant funds.

CDBG Advisory Committee

Citizen participation is a required part of the block grant process. It helps to determine how well our housing, physical and human services funding is meeting the Town's needs, and helps develop priorities and determine what other resources are needed in the future. The Community Development Advisory Committee, now in its fourth year, has been responsible for conducting hearings, reviewing applications for funding, and making preliminary recommendations on the grant to the Board of Selectmen. The challenge for this Committee is to balance needs and available resources through the block grant given an ever shrinking entitlement allocation. The Committee will continue to face difficult choices in making decisions regarding funding recommendations given the wide- range of community and housing needs the Town has identified in the Five-Year Consolidated Strategy and Plan.

Homeless Consortium

In the pursuit of funding to better serve the needs of Brookline residents who may be homeless or at risk of homelessness, the Town has coordinated with the cities of Newton and Watertown to form a Continuum of Care Consortium. The Continuum of Care system has been developed to lay out a comprehensive and coordinated approach to address the needs of homeless families, individuals, and people at risk of homelessness within these communities. The creation and on-going refinement of the Continuum is an established part of the process used to develop and update the Consolidated Strategy for the Town, the City of Newton, and the West Metro HOME Consortium. In Fiscal Year 2008, the Brookline-Newton-Watertown Homeless Consortium was awarded \$1.2 million dollars in McKinney-Vento funds to address homeless issues in the three member consortium.

HOUSING DIVISION

Mission

The Housing Division focuses on maintaining Brookline's diversity by helping to create housing that is affordable to households with a range of incomes. It supports both the preservation of existing, and the development of new, affordable housing for both renters and homebuyers, and administers programs that assist first-time homebuyers.

Staff

The Housing Division staff includes Francine Price, Housing Development Manager, who focuses on policy, new program directions, and project development. Housing Project Planners Bruce Genest and Virginia Bullock focus on homebuyer programs, program development, and project management.



(L-R) Rufus Phillips, Fran Price, Michael H. Jacobs, Kathy A. Spiegelman,
Roger F. Blood, Steven A. Heikin, and Virginia Bullock

Housing Advisory Board

The Housing Advisory Board (HAB) is charged with recommending housing policies, plans and programs for the Town, especially those relating to the promotion of affordable housing, and serves as Trustee of the Town's Housing Trust. The HAB's 2008 membership included Roger Blood (Chair), a housing finance consultant; architect Steve Heikin, as designee of the Brookline Planning Board; affordable housing consultant Michael Jacobs, as designee of the Brookline Housing Authority; affordable housing attorney Daniel Rosen; affordable housing lender Rufus Phillips; Kathy Spiegelman, chief planner for planning for Harvard University's Allston Initiative; and Rita McNally, filling the position of tenant representative.

Using the Existing Rental Stock to Create Affordable Housing Opportunities

During 2008, the Housing division continued to reach out to Brookline property owners, brokers, and potential developers to explore opportunities to create additional affordable housing through the acquisition and improvement of existing rental properties. In addition, the Town continued an effort, begun in 2007, to underwrite the purchase of condominiums in a recently converted rental property. Division staff identified two newly rehabilitated studio condominiums at 1600 Beacon Street; provided a total of \$335,000 in HOME and CDBG funding and \$221,000 in a short term loan from the Housing Trust to the non-profit Brookline Improvement Coalition, Inc. to purchase and hold these units; and marketed the units at discounted prices.

New Housing Development

The Housing division continued to work with the nonprofit Planning Office for Urban Affairs, Inc., to advance the St. Aidan's project. Permitted under Chapter 40B, the project will provide 36 affordable units in a 59-unit development which preserves the St. Aidan's church building through adaptive reuse, and conserves the church's forecourt as open space. Construction began in the spring of 2008, and by the end of the year was approximately 40 percent complete. Plans were underway for marketing of both the affordable and market rate units, to be begin in January for occupancy beginning in June, 2009.

The redevelopment of the 4.8 acre Town-owned reservoir site on Fisher Hill for mixed income housing continued to move forward. At the end of September, the Board of Selectmen released a Request for Proposals for a development with up to 40 units; by the end of the year, a review committee was being formed to review a proposal for the site.

The Affordable Housing Requirements ("inclusionary zoning" provisions) of the Town's Zoning By-law under Section 4.08 creates opportunities for affordable housing through private market development. These obligate developers of projects with six or more units to contribute to affordable housing. During 2008, staff worked with the developers of projects at 150 St. Paul Street and 629 Hammond Street, to complete their obligations to provide three rehabilitated and nine new, affordable units, respectively. The Division also worked with the developer of 310 Hammond Pond Parkway on plans, approved by the ZBA, which will yield two new, affordable units, and with the developer of 109 Sewall Avenue, to develop a proposal including two additional affordable units.

Homebuyer Assistance

The Division's Homebuyer Assistance Program provides technical assistance and financial support for affordable homeownership. It does this through various initiatives. The Division provides loans from the Town's allocation of federal HOME and CDBG funds for down payment assistance to eligible households with incomes below 80 percent of Boston area median income. In order to improve the program's effectiveness, during 2008 the Board of Selectmen approved a change in maximum loan per household from a flat \$125,000 to a range from \$100,000 to \$175,000, depending upon unit size. The Division also provides general homebuyer counseling for those seeking housing in Brookline, including Town employees. And it markets, selects by lottery, and provides technical assistance to buyers of units created under special programming, such as the initiative at 1600 Beacon Street and the St. Aidan's project; offered under inclusionary zoning; and available through the resale of units with affordability deed restrictions.

During 2008, the Division assisted two purchasers of market rate condominium units who each received \$125,000 in HOME and CDBG funds. It marketed, selected by lottery, and provided technical assistance to 12 homebuyers purchasing new or rehabilitated affordable units in the inclusionary zoning projects on St. Paul and Hammond Streets; two buyers for the discounted condominium units at 1600 Beacon Street; and two buyers for affordable units available for resale under deed restrictions. Finally, staff prepared for widespread outreach for buyers of 16 affordable units at St. Aidan's. Units are encumbered by deed restrictions for long-term affordability.

New Policy Initiatives

In 2008 the HAB, with staff support, embarked on a study of accessory dwelling units as a means of diversifying housing opportunities in Brookline, both for homeowners and those who may benefit from the addition of segregated living spaces in single family homes. Following studies of the literature of this increasing popular housing form, speaking with representatives of the many neighboring municipalities which permit such units, and surveying 900 randomly selected Brookline single-family homeowners, by the end of the year, the HAB was refining a proposal to present to the public in January.

Affordability Monitoring

The Division monitors affordable housing developed under Town auspices or through inclusionary zoning. At present, 119 rental units at 14 addresses (as well the three properties comprising Centre Communities) are subject to annual monitoring in order to assure that the properties continue to lease to income eligible tenants at affordable rents. In addition, 115 condominium units are monitored annually to confirm that the owner is continuing to use the property as his/her primary residence.

Current Housing Resources

The Housing Division manages a variety of federal, state and local funding resources, which it seeks to use in ways which best leverage outside funding. Brookline received an allocation of \$462,160 in federal HOME funds through the WestMetro HOME Consortium in fiscal year 2009. It also received \$420,000 for affordable housing programming from the Town's federal Community Development Block Grant (CDBG) allocation. Finally, it received interest payments on its Housing Trust balance. The HAB also makes recommendations to the Board of Selection for expenditures from the Housing Trust. During this period, \$221,000 was lent from the Housing Trust to and repaid by the Brookline Improvement Coalition for the acquisition and interim ownership of two studio condominiums at 1600 Beacon Street. In addition, as the St. Aidan's project moved into its construction phase, a pre-development Housing Trust loan was replaced by permanent funding for \$2,797,500, with a final \$1 million due from the Housing Trust upon completion of construction.



Board of Appeals

The Board of Appeals is a three member quasi-judicial board that is responsible for reviewing and approving applications for relief by special permit and by variance from the requirements of the Zoning By-law, in accordance with the "Massachusetts Zoning Act" – Massachusetts General Laws, Chapter 40A. The board is composed of three regular members: Co-Chairs Jesse Geller and Enid Starr and Board Member Robert DeVries. The board currently has four associate members that may sit should regular members be unable to sit due to absence or conflict of interest. The associate members for 2008 are Mark Allen, Jonathan Book, Kathryn R. Ham and Anna Christina Wolfe. Town Clerk Patrick Joseph Ward serves as the Secretary for the Board of Appeals. The board generally meets weekly and usually hears two cases each week. Three board members sit for each hearing and a unanimous vote is required for an appeal to be granted. The 2008 caseload for the board was 48 cases, 7 of which were withdrawn. The board required 44 hearings in order to complete their review of these cases. The board, pursuant to M.G.L., c. 40A, s.11, published 96 notices of these hearings in a newspaper of general circulation and sent by mail 21,984 hearing and decision notices to all "parties in interest" and to Town Meeting Members within the precinct the property is located and in abutting precincts.

ECONOMIC DEVELOPMENT

The Economic Development division and the Economic Development Advisory Board (EDAB) encourage appropriate new mixed-use and commercial development and foster existing businesses in commercial areas. Marge Amster served as the Acting Economic Development Director for most of 2008 while also working as the Commercial Areas Coordinator. Kara Brewton was hired as the new Economic Development Director in mid-November.



Economic Development Advisory Board

Expand Commercial Tax Revenue

The permitting process of significant and appropriate new commercial development has historically taken at least five years from conceptualization to realized commercial tax revenue. The Economic Development Director vacancy for over a year in 2007 and 2008 compounded with a significant financial market freeze in 2008 will result in lost opportunities in FY'12 and beyond. Below is a summary of revenue streams from EDAB – sponsored developments, along with the year that they were identified and construction completed.

Major Commercial Revenues from EDAB – Sponsored Developments

<u>Development</u>	<u>Year Identified</u>	<u>Year Completed</u>	<u>FY '05</u>	<u>FY '06</u>	<u>FY '07</u>	<u>FY '08</u>
Goddard House (165 Chestnut Street)	1994	1996	\$133,634	\$115,112	\$117,282	\$122,705
Kendall Crescent (237-279 Cypress Street)	1996	2001	\$160,949	\$166,987	\$173,553	\$184,313
1010 Commonwealth Avenue	1996	2001	\$144,374	\$147,224	\$153,021	\$173,302
Webster Street Hotel (40 Webster Street) ¹	1998	2005	\$405,151	\$552,624	\$574,388	\$712,615
Total			\$828K	\$964K	\$988K	\$1.2M

1) Does not include additional estimated \$300,000 from additional state hotel excise tax.

Commercial Growth in Route 9 Corridor

The Comprehensive Plan recommends appropriate commercial growth along the Route 9 corridor. EDAB sponsored two significant commercial developments along the Route 9 corridor in 2008:

111 Boylston Street - (also known as the Red Cab Site) received a Special Permit from the Zoning Board of Appeals in 2008. Marge Amster staffed five Design Advisory Team (DAT) meetings and worked with EDAB members to negotiate conditions of the Special Permit. The proposed development would replace a former one-story taxi stand building that has been vacant for more than 5 years. The new building is anticipated to receive Silver LEED Certification for sustainable building design upon its completion in 2010. This concept for this proposed development began with a presentation to the Economic Development Advisory Board in 2005.

2-4 Brookline Place - (Children's Hospital) spent much of 2008 in Design Advisory Team (DAT) meetings, significantly revising the architecture, site plan and landscaping plans prior to submitting a Special Permit application in October 2008. Economic Development staff facilitated public meetings which focused on improving the pedestrian connection between the Brookline Village T-Station and Brookline residents to the northeast of the site. This 8-story, 250,000 sq. ft. mixed-use building includes office, medical office, retail and restaurant uses. Economic Development assisted with the drafting of the recommended Special permit conditions, incorporating transportation demand measures (TDM) to reduce traffic impacts on the neighborhood. This development anticipates Silver LEED Certification. At the time of this report, Children's Hospital received a favorable recommendation from the Planning Board and is scheduled to begin construction in Fall 2009. Following a report on office space by Economic Development, this property was first identified as a potential location for lab and medical office space by Winn Development in 2003.

Enhance Commercial Areas

As the Commercial Areas Coordinator, Marge Amster continued to build several successful programs that have had immediate impact on the visual and functional aspects of Brookline's existing commercial areas:

Climate Action Brookline Business Outreach Committee

Staffing six meetings, Economic Development worked on those focal points which required relationships with the existing business community, such as the CoolMass grant application, energy savings/audits, green restaurants program, and business recycling consolidation.

Coolidge Corner Streetscape Program

Working with the Department of Public Works (DPW), a second bid document was created to allow for selective deletes for the project, if costs dictated. The re-bid of the project came in under budget and a contract was signed. Marge Amster created and obtained Right of Entry permission from all the affected property owners. With Marge's assistance, a mutually suitable work schedule was negotiated between the contractor and local businesses to cause the least disruption. Work began in November, but the early arrival of winter weather has postponed project completion until Spring of 2009.

Food Festival

In response to a request from Brookline restaurants to assist with local restaurant promotion, Marge Amster led a team to create the 1st Annual Brookline Food Festival. More than 18 Brookline restaurants participated in this inaugural event, held on June 7th 2008, in conjunction with the Coolidge Corner Arts Festival. The Food Festival served to introduce residents and visitors alike to Brookline restaurants and raised more than \$4,000 for the Brookline Food Pantry.

1st Light Festival

Kicking off the primary holiday shopping season, Marge Amster headed the fundraising, budgeting, scheduling and implementation of this 12th annual festival with its many events. In addition to creating a fun-filled evening for more than 4,000 residents, sponsorship monies from this event fund the Town's holiday snowflake lights and the outdoor public art installations. Business sponsorship and public participation was higher than in years past. Business groups such as the Coolidge Corner Merchants Association attributed the 1st Light Festival to helping businesses not decline in holiday revenues despite the downturn in the economy.

1st Light Public Arts Program

Launched in 2007, the 1st Light Festival Committee teamed up with the Brookline Arts Commission to continue the 1st Light Illuminated Art program component. Five illuminated outdoor art installations were funded and set up in Coolidge Corner, Brookline Village, St. Mary's Station and Washington Square.

Entrepreneur Support

Marge Amster supported Brookline emerging business owners by chairing a Women Who Launch event on networking. The event drew 96 residents and provided training about how to network as well as offered an environment for networking. By popular demand, there will be a Spring 2009 Women Who Launch event on mentoring.

Images of Brookline

Anticipating the move back to Town Hall on Washington Street in 2009, Marge Amster is serving on the planning committee for the dedication celebration that will showcase “Images of Brookline” from the Town archives as well as many Brookline collectors. In particular, Marge is working on including Brookline businesses in the festivities by identifying display spaces for Brookline Images in local businesses.

Support the Existing Business Community

The Commercial Areas Coordinator also serviced the existing business community by providing ongoing support of three major services:

Business Services

- Negotiated and resolved nuisance issues in mixed-use neighborhoods between business owners or landlords and neighbors;
- Facilitated communication with various Town Departments and outside agencies (e.g. NSTAR, MBTA, MWRA);
- Attended neighborhood meetings to be proactive in resolving concerns and to understand neighborhood visions for their commercial areas.

Advocacy

- Worked with merchants’ associations and the Chamber of Commerce to continue a campaign to encourage local shopping and foster appreciation of our local commercial areas as an integral part of Brookline’s identity and quality of life;
- Worked with the Department of Public Health to implement the trans-fat ban by planning an in-service educational event for restaurants and working on a promotional campaign to the public.

Information Services

- Managed the information kiosk program in Coolidge Corner and Brookline Village as a Town service to advertise nonprofit local events and provide an inexpensive marketing vehicle for local businesses. In 2008, nearly 130 local events were promoted in the kiosks, including the Library All-Town Read, Coolidge Corner Sidewalk Sale, Greenspace Alliance Environmental Programs, Brookline Artist Open Studios and Affordable Housing Opportunities.

As reflected in the retail vacancy rates below, commercial areas in Brookline continue to be healthier than other top markets in the country.

Table 2: Retail Vacancy Rates

	<i>FY '04</i>	<i>FY '05</i>	<i>FY '06</i>	<i>FY '07</i>	<i>FY '08</i>
Town of Brookline ¹	3.0%	4.1%	3.5%	4.4%	5.9%
U.S. Retail Vacancy Rates: Top 50 Markets ²	7.2%	6.9%	7.2%	8.0%	9.9%

Sources:

1: Annual Retail Vacancy Survey by Brookline Commercial Areas Coordinator, at the end of the Fiscal Year

2: Approximated from ULI's *Emerging Trends in Real Estate 2009*

Brookline Housing Authority

Brian Cloonan, Director

General Information

The Housing Authority has 5 members, 4 of which are elected for an overlapping 5-year term while the fifth is appointed by the State. During 2008, the membership of the Authority was David Trietsch (Chairman), Michael Jacobs (Vice Chair), Barbara Dugan (Treasurer), Barbara Sard, Roxanne Berman, Brian Cloonan (Executive Director) and Matthew Baronas (Assistant Director).



Egmont Street Veterans, BC School of Management staff & students, and Steps to Success staff (STS) on Community Service Day

The Authority administers the following Programs:

<u>Housing for Seniors & Disabled</u>		<u># of Units</u>	<u>M.R.V.P. Leased Housing</u>	
			Mass Rental Voucher Program	39
			<u>Housing for Families</u>	<u># of Units</u>
Walnut Street Apartments			Walnut Street Apartments	76
4-24 Walnut Street		24	22 High Street	
Ralph Sussman House		100	<u>High Street Veterans</u>	186
50 Pleasant Street			6- 30 New Terrace Road	
Arthur O'Shea House		100	176-224 High Street	
61 Park Street			186-218 Chestnut Street	
Theresa Morse Apartments		100	<u>Egmont Street Veterans</u>	120
90 Longwood Ave			51-85 Egmont Street	
John W. Kickham Apartments		39	338-348 St. Paul Street	
190 Harvard			209-221 Pleasant Street	
Col. Floyd Apartments		60	<u>Trustman Apartments</u>	84
32-40A Marion Street			7-33 Egmont Street	
19-36 Foster Street Extension			144-156 Amory Street	
<u>Section 8 Leased Housing</u>			337-347 St. Paul Street	
Section 8 Housing Choice Vouchers	619			
Preservation Vouchers	50			

The Two & Three Bedroom list is currently closed
 Applications can be obtained Monday through Friday between 8:30 am - 4:30 pm
 at the main office located @
 90 Longwood Avenue, Brookline, Massachusetts
 or by calling (617) 277-1885

Program Activities

In 2008, the Brookline Housing Authority achieved several notable milestones:

- The BHA worked diligently to maintain 100% utilization of Rental Housing Choice Vouchers.
- Enhanced Senior Support Services were offered by Springwell to residents of the O'Shea House and Sussman House. The goals of this program are to maintain a high quality of life for our elderly and disabled residents while continuing their ability to live independently.
- DHCD/TANF Program assisted families towards self-sufficiency.

Capital Improvements

The BHA continued its efforts to modernize buildings and grounds at several developments.

- Finalized plans and secured \$8.8 million in funding for comprehensive modernization at Trustman Apartments. Completed lead paint abatement in rear halls in preparation for the modernization work.
- With CDBG funding received through the Town, began installation of security camera systems at High Street & Egmont Street Veterans Development.
- Completed repairs to balconies, stairs railings at Col. Floyd.
- Continued renovations to 10 elevators in federal buildings.
- With support of Town CDBG funds replaced hazardous and worn fencing at Col. Floyd & Egmont Street Veterans.
- Contracted with an energy service company for water and energy savings audit at federal buildings.

Economic and Education Programs

- On-going Classes and Programs at our Computer Learning Centers, located at 22 High Street, Egmont Street and High Street Veterans.
- Over one hundred area teenagers from the Brookline Community participated in summer employment and the summer peer leadership program.
- In Partnership with the Brookline School Department, expanded award-winning Steps to Success Program designed to maximize opportunity for BHA youth to attend college.
- Continued Next Steps program offering educational and career enhancement counseling to families.
- Initiated a new Partnership with Brookline Music School to introduce Dance and Music to Brookline Youth at Egmont and Trustman Apartments.

General Administration

- 14th Annual Thanksgiving Dinner was enjoyed by many seniors, friends and neighbors at O'Shea, Sussman and Morse Apartments.
- Revised Annual Agency Plan with the assistance of a Resident Advisory Board. The plan includes a mission statement, goals and objectives, and numerous policies and budgets and was submitted to the Department of Housing and Urban Development (HUD) for approval.
- Continued close partnerships with several public & private local entities, including The Brookline Police Department, Brookline Community Fund, Brookline Health Department, The Brookline Center, and Brookline Recreation.
- Continue a Partnership with The Home for Little Wanderers for Social Services at 22 High Street.
- Commenced a Board, Senior Staff and resident Strategic Planning Sessions for discussion of Core Values, Vision and Mission Statements.
- Continued to receive program and financial audits that recognize a "Clean Bill of Health" for BHA operations.

For more information please, visit our website at

www.brooklinehousing.org

HUMAN SERVICES

BROOKLINE HEALTH DEPARTMENT

Dr. Alan Balsam, Director

The Brookline Health Department has as its mission the protection of the health of Brookline residents and others who may work or otherwise be associated with the Town. Toward that end, the Department maintains an active surveillance system of health status indicators, and has planned, implemented, and continues to evaluate a broad spectrum of local health services designed to reduce morbidity and mortality and enhance the quality of life of those who live and work here.

ADMINISTRATION

During 2008, the Department continued a formal community health needs assessment of Brookline. With support from a variety of medical institutions and foundations that serve our community, we released Volume XI of *Healthy Brookline*, a survey of health status indicators and risk factors among 9th and 12th graders. This will be used to plan programs to improve the health status of school age residents and to track our progress over time.

The Department management structure was maintained, providing for more access to the Director, and elevating core public health functions. In addition to the on-going biweekly management team meetings, periodic all-staff meetings with an educational component served to help build a sense of mission and community among staffers, and to enhance intra-departmental communication.

This year, the Department continued to be successful in leveraging non-Town resources for a broad range of projects. Over \$150,000 was raised from a variety of sources including medical centers, foundations, federal and state government, etc. In addition, seven well-qualified graduate students were recruited for internships for a variety of community health projects.

The Health Department continued its relationship with the Boston Visiting Nurse Service (VNA) to provide epidemiology and public health nursing services. We maintained our outreach campaign to enroll uninsured Brookline residents in the State's Mandatory health Insurance Plan and to expand the Dental Clinic's Program for children.



Train Memorial Health Center was featured as part of the national Solar Tour by the Northeast Sustainable Energy Association

Scores of individuals and groups toured the Train Memorial Health Center, Brookline's first Green Building, and the building was featured as part of the national Solar Tour by the Northeast Sustainable Energy Association. In addition, last March we dedicated the Jennifer A. Lynch Garden of Remembrance, located adjacent to the Health Center, in memory of Brookline domestic violence victims.

EMERGENCY PREPAREDNESS

The Town Emergency Preparedness Committee continued to meet regularly to prepare for the possibility of a terrorist attack or other emergency. The Health Department took the lead on issues related to bio-terrorism, convened a multi-community work group on reaching "hard to reach" populations, and conducted additional exercises with key Town personnel. Dawn Sibor continued as our Emergency Preparedness Director. Over 150 health professionals and others were recruited to our Medical Reserve Corps which will support the Health Department in the event of an emergency, and an ambitious schedule of trainings was completed.

ENVIRONMENTAL HEALTH SERVICES

This Division, led by Patrick Maloney, MPAH, oversees many State-mandated programs including the licensing and inspections of food establishments, housing code inspections and enforcement actions, swimming pools, solid waste handling practices, animal, insect and rodent control, and the abatement of general nuisances. Additional concerns include asbestos removal, lead in the environment, hazardous waste, indoor air quality, and the enforcement of state and local tobacco control requirements, including the issuance of permits for tobacco retailers and monitoring the over-the-counter sale of tobacco products.

Brookline continued monitoring compliance with the Town's Tobacco Control By-Law and pursuing complaints concerning infractions of the law. The Department continues to receive funding from the Massachusetts Department of Public Health (MDPH) along with several other communities, to maintain tobacco control activities. The Division is also discussing with the State a smoke-free housing initiative.

Brookline continued to be one of the only towns in the State to fully implement non-criminal dispositions (tickets) as an enforcement element to inspections. The Division completed all mandated inspections as required by State regulation (including over 500 housing and over 600 food service inspections).

Mosquito Control activities continued this summer as part of the Town Integrated Pest Management (IPM) practices. The Division treated 3,500 Town catch basins with a bacterial larvicide, with support from the DPW, to prevent the hatching of adult mosquitoes. We maintained our surveillance system for dead birds and mosquitoes and produced information on ways to reduce risk for mosquito borne diseases.

With financial support from the State Health department, we launched a program for safe sharps disposal, in co-operation with the Department of Public Works.



Newbury College Culinary Arts students

Culinary Arts Students from Newbury College prepared and served artificial trans-fat free recipes at an education session for Brookline food service operators, in anticipation of the trans fat ban at all foodservice facilities.

The Division helped enforce the Town's policy on snow removal with the DPW. Also working with DPW and other Town departments, we continued a mercury disposal program in two Brookline locations.

The Division continues to work with the Information Technology Department to advance in-field inspectional software and data collection; we are a leader in this area. The Division responded to hundreds of requests from the public for information on radon, lead, opening new restaurants (100% of new operators received a formal orientation), and solid waste disposal. The Division also finished computerizing its permit processes in areas including food service, retail food, tanning salons, etc. and continued taking and tracking consumer complaints on-line.

The Division offered four rabies vaccination clinics in conjunction with the Newton Health Department. The sealer of weights and measures tested all town weighing and measuring devices, taxi meters, and scanners to ensure accuracy. In addition, Division staff served on various State and Regional Bio-Terrorism Preparedness and Response Program Advisory Committees and State Food Safety and Housing Code Revision committees.

Finally, working closely with the Community Health Division and the Planning and Community Development Department, we successfully implemented the first phase of the trans fat ban for Brookline foodservice establishments in November.

CHILD HEALTH

Under the direction of Gloria Rudisch M.D., MPH. the Division of Child Health continued to be the Department's liaison with School Health Services and the nursing and health education staff in the schools, and oversaw all programs targeting children and youth.

There continues to be a strong association with the Essential School Health Services grant, which has facilitated the transition to a full-time school nurse leader, provided for technology training, program materials, and part-time school health services for non-public schools in Brookline. With this support, over sixty school staff members were trained/retrained in CPR and automated external defibrillator (AED) procedures this past year.

The Daycare Inspection Unit monitored 23 group day care centers and 16 extended day programs. Brookline continued to be one of a small number of communities delegated by the State to exercise licensing and inspection responsibilities to assure compliance with Department of Early Childhood and Care regulations. In addition, the Division maintained a regular schedule of child immunization clinics staffed by public health nurses with physician back up. Over 200 youngsters were served.

We continued to support a program to counter bullying in elementary schools. In addition, we were able to assist in maintaining the Dating Violence Intervention Program (DVIP) at Brookline High School, and we continue to work with the Students Against Destructive Decisions (SADD) program. We continued to support programs related to health education on many levels, served on the public school Wellness Policy Committee, and worked to support the movement toward enhanced nutrition and physical activity options in the schools. Lastly we have also worked with school nurses and other school personnel in emergency/crisis planning activities.

The Public Health Department joined with the Brookline Bike Advisory Committee and the Recreation Department to sponsor a highly successful Bike Parade and Fitness Fair in May, part of *Brookline On The Move*. More than 440 Brookline residents participated in the event.



Bike Parade

COMMUNITY HEALTH SERVICES

Led by Lynne Karsten, MPH, this Division oversees community health initiatives including women's health, adult immunization, injury prevention, elder health programs, and physical fitness. During 2008, the Division sponsored adult immunization clinics serving 1,500 residents. We continued the "Clean Hands for Good Health" campaign to educate the community on steps to prevent the spread of disease. The Division expanded its programming in physical fitness and physical activity, strengthening the Town's *Brookline On the Move* brand, and receiving state funding to promote wellness and prevent disease and disability in Brookline.

With funding from the Brookline Community Foundation, we provided education and assistance to Brookline residents seeking to enroll in the Commonwealth's new mandatory health insurance programs.

A highlight of our work is the partnerships we have with local hospitals. The Women's Health campaign funded by Brigham and Women's Hospital involved organizing educational programs and screenings. With our partners at Beth Israel/Deaconess Medical Center, the Department promoted a series on healthy aging and related health issues for seniors. Working with the Council on Aging and Brookline Housing Authority, we continued a Balance Exercise class that involved frail elders in a program to build muscle mass and confidence and prevent falls.



Pat Norling speaks to students at Garden of Remembrance for Victims of Domestic Violence

We have continued to work with town departments to train staff to use AEDs. Currently, we have deployed 30 of these units around Brookline in strategic locations, in addition to those in all emergency response vehicles. Employees in all town buildings and schools where AED's are located have received CPR/AED training.

Translation services in Russian and Chinese were provided to several Town departments. We offered basic public health information at ESL classes in family housing units. The Division regularly sponsors American Red Cross blood drives at the Main Library.

The Dental Health Clinic maintained its weekly clinic schedule at the Health Center through Tufts Dental School and linked with the School Department. Working with BU Dental School and the Council on Aging, we are exploring a pilot program to serve low income elders with dental services.

PUBLIC HEALTH NURSING/EPIDEMIOLOGY

The Division of Public Health Nursing/Epidemiology oversaw the investigation and control of over 225 reports of communicable disease and exposure to animals. A total of 15 outbreak situations, including chickenpox, whooping cough, and MRSA in schools were investigated and controlled.

Led by Barbara Westley, RN, the Division provided the Department's liaison with the Boston Visiting Nurse Association (VNA) and also provided clinical support to all Department screenings, immunization programs, and

other clinical activities including control of Tuberculosis and community acquired MRSA. We also provided educational sessions to community groups regarding preparation for flu pandemic (Flu @ home) and caring for children in times of community public health emergencies.

Regularly scheduled blood pressure screenings were provided with over 350 patient visits. Information and referral services in the areas of foreign travel and other general health issues were also provided. Immunization clinics for under-insured residents administered over 350 vaccinations.

The Division distributed thousands of doses of vaccine to community-based medical providers and provided technical assistance on vaccine preventable disease issues. Finally, Ms. Westley continued to participate in the statewide initiatives addressing emergency preparedness and bio-terrorism. She acted as the chief pediatric clinical director for a five-community Emergency Dispensing Site (EDS) exercise this fall which prepares the Department for mutual aid response on the regional level.

HUMAN SERVICES/SUBSTANCE ABUSE AND VIOLENCE PREVENTION AND SERVICES

This Division, led by Lloyd Gellineau, Ph. D. and Mary Minot, LICSW, fields programs and services in both the community and school-based settings. As with previous years, the program has assisted many Town residents and employees; as evidenced by the provision of over 2,500 counseling sessions, 120 class presentations, as well as referrals and follow-up measures for 200 individuals, including students and parents.

The Division continues to provide consultation services to residents and Town employees regarding substance abuse and domestic violence services. It contributes to Domestic Violence Roundtable Steering Committee, the Jennifer A. Lynch Committee Against Domestic Violence, and the Council on Aging. In addition, the Division provides expertise to the Community Health Network Area 18 steering committee, the Brookline Home Heating Task Force, the Brookline Public Health Department's Health Insurance initiative, the Newton-Brookline Homeless Consortium, the Commission for the Disabled, two dozen community self-help groups, and charitable organizations. In conjunction with the Environmental Health Department, the Council on Aging, Brookline Community Mental Health Center, and the Brookline Community Foundation, we continued facilitating the Hoarding Task Force to develop a comprehensive protocol to manage hoarding situations in the town.

The Division maintains a Substance Abuse Program Database and a Substance Abuse Self-Assessment Survey which is on the Town website. We worked with the Human Resources Department in creating the Brookline Run Walk Club for town employees and continued to assist the organization of the annual bartender-training program. The Division coordinated the prevention activities of the Brookline Coalition Against Substance Abuse (B-CASA). B-CASA is a community effort to address the underlying contributing factors of teen substance use and to offer effective prevention strategies. Membership includes students, parents, police, and school staff, local clergy, youth serving professionals, and alcohol and drug prevention professionals. The Drug Free Communities Support Program grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) was refunded for five years.

B-CASA implemented the following strategies:

- Reviewed and implemented school and town policies to reduce teen access to alcohol and other drugs
- Provided timely information and advice to parents to support healthy communication and relationships between parents and teens, including parent education forums and the publishing of a quarterly B-CASA Newsletter
- Outreach to various community stakeholder groups, including local faith communities, health care professionals working with Brookline youth, and coaches
- The Youth Leadership Committee projects included the BHS web page "What's Poppin'" promoting area weekend activities as an alternative to out of control house parties; SADD meetings; the STARS summer program; the Peer Leadership program, with 45 peer leaders providing presentation to over 500 elementary school students; and a social norms campaign, the "Brookline 1200 and Counting," (1,200 BHS students chose not to use alcohol or other drugs in the past month according to the most recent BHS Youth Risk Behavioral Survey (YRBS).



Recording artist & public health advocate Margo MacDonald joins Alan Balsam, Mary Minott and Brookline High School Peer leaders

The Division offers two intervention programs, the Brookline Substance Abuse Program (BSAP) program for students with alcohol or other drug related problems, and the Youth Diversion Program in conjunction with the Brookline Police and Courts. Both programs offer substance abuse assessments and treatment planning, counseling, and referral to area providers.

ADVISORY COUNCIL ON PUBLIC HEALTH

A dedicated group of six unpaid, volunteers, residents, and citizens continue to serve as members of the Advisory Committee on Public Health (ACPH). Meeting monthly, the Council provides the Director with advice on budget, policy and Town meeting issues, health needs assessments, and a range of operational issues.

This year saw the retirement of Dr. J. Jacques Carter from the ACPH after 15 years, including 13 years as Chair. Dr. Carter will be sorely missed. Ms. Pat Maher was reappointed by the Board of Selectmen and Dr. Anthony Schlaff was appointed as a new member. They join Dr. Bruce Cohen, Dr. Milly Krakow, Ms. Roberta Gianfortoni and Ms. Cheryl Lefman on the Council.

Another highlight of the year for the ACPH was the election of Dr. Bruce Cohen to the Chair. Dr. Cohen has identified a number of important goals for the Council for the coming year, including working with Dr. Balsam to implement the Medical Reserve Corps in Brookline, fielding another Public Health Policy Forum in the spring, and continuing a campaign related to fitness and nutrition.



Advisory Council on Public Health

FRIENDS OF BROOKLINE PUBLIC HEALTH

In 2008, the Friends of Brookline Public Health, a membership organization conceived to build a constituency for public health in Brookline, entered its tenth year. The goal of 150 individual members and six corporate members was achieved. A Board of Trustees of 15 persons, including four officers, was elected, and activities included our Annual Meeting and reception.

The Board of the Friends voted to fund several public health initiatives including a balance/fitness program for elders, a linkage with our Sister City in Nicaragua, and the public health on-line quizzes.

The Friends also co-sponsored the 12th Annual Public Health Policy Forum entitled "Universal Health Care: What About Quality and Cost" in conjunction with the Brookline Center for Adult and Community Education and the Council on Aging, moderated by former Governor Michael Dukakis. The forum attracted over 200 people.



12th Annual Public Health Policy Forum

Finally, the Friends continued the Annual Public Health Leadership Award in Brookline and announced the 2008 award to Dr. J. Jacques Carter, for his outstanding efforts in public health and service to the Brookline Community. The Herb Carlin Community Health Award went to Newbury College and Hebrew Senior Life-Center Communities of Brookline.



**Public Health Leadership Award
presented to Dr. J. Jacques Carter**



**Carlin Health Award presented to
Hebrew Senior Life Center Communities
for making residences smoke free**

Human Relations-Youth Resources Commission

C. Stephen Bressler, Director

Created by Town Meeting in 1970, the Human Relations-Youth Resources Commission is Brookline's official agency working in the areas of intergroup relations, civil rights and youth advocacy.

Membership

During 2008, the Commission saw the resignations of long-time member Reverend George Chapman, who moved out of Brookline, and member Joy Dryfoos. Associate member Kay O'Halloran became a full member. The Commission welcomed new full members Donnelle O'Neal and Jacob Effron. Dr. Ed Wang and Marc Jones continued as co-chairs.

Administration

The Human Relations-Youth Resources Commission full-time staff included Director C. Stephen Bressler and Secretary Ongelita Mockabee Miles.

In addition to his work in community relations, the Director is Brookline's Affirmative Action Officer, Fair Housing Officer, Americans with Disabilities Act Coordinator, Ombudsman for CATV and staffs the Broadband Monitoring Committee, is a member of the CATV Coordinating Committee, the Home Heating Task Force, the ADA Transition Team, and Brookline Holocaust Memorial Committee and serves as a member of the Town's Emergency Management Team.



Human Relations-Youth Resources Commission

Police/Community Relations

On March 19 the Commission met with Police Chief Daniel O'Leary to discuss *Police Department Racial/Gender Breakdown of Police/Community Interactions 2007 Year End Report* and *Brookline Police 2007 Part A Crimes*, where he spoke about specific occurrences in the town, ways in which to protect yourself and prevent yourself from becoming a victim, and a Northeastern University research project on racial/ethnic identification of drivers.

Chief O'Leary returned for a formal presentation on September 17 to discuss 2008 crime statistics and the *2008 January – June 2008 Race and Gender Report*. He elaborated on the Northeastern University study of 10,000 drivers in the town and how the data collected seemed to correlate well with the police statistics gathered by his officers.

At the February and March Commission meetings Arthur W. Conquest III spoke about a May 2007 incident involving an exchange that took place between himself and a member of the Zoning Board of Appeals, how the police became involved in the incident, and how he and others believed that the matter was not dealt with, nor resolved, in a matter that was satisfactory. Though the police disagreed with Mr. Conquest's point of view many residents spoke out in his behalf. Commission members heard from Mr. Conquest and other members of the public and hoped to use comments and concerns enunciated as a starting off point during projected meetings in various neighborhoods. Subsequently, the Board of Selectmen created a Citizen Complaint Review Committee to focus on police procedures. Commission Co-Chair Dr. Ed Wang was named to serve on the Committee.

Fair Housing

Brookline Planning Department Housing Planner Virginia Bullock spoke to the Commission at its January meeting and noted that Brookline receives over a million dollars a year from the U.S. Department of Housing and Urban Development. HUD requires the Town to prepare an Analysis of Impediments to Fair Housing Choice and to illustrate how the town addresses housing discrimination.

The Commission in cooperation with the Planning Department and the Fair Housing Center of Greater Boston sponsored two fair housing trainings during 2008 on February 27 and April 28. The trainings focused on discriminatory barriers and their remedies and were geared to real estate and property management professionals. In September, the Commission was a sponsor of a Conversation on Housing initiated by the Metropolitan Boston Housing Partnership. In addition to the Director, Commission members Kay O'Halloran, Captain John O'Leary, and Agnes Rogers also participated in this program. The program was covered by Brookline Access Television.

Brookline Public Schools

Brookline School Committeeman Glenn Cunha served as liaison to the Commission providing a conduit for monthly interaction. Jacob Effron, a student reporter for the high school newspaper *Sagamore* met with the Commission at its February meeting to expand upon articles he wrote on inter-group tensions at the high school.

Superintendent of Schools William Lupini met with the Commission in March to discuss Brookline's involvement in the Minority Student Achievement Network and to discuss an incident involving the unacceptable manner in which a teacher disciplined a student. A healthy exchange of views took place, including comments by members of the public who attended the meeting.

On April 8, the Director in his capacity as Ombudsman for CATV for the town, accompanied the Brookline High School Headmaster and members of the School Committee and the Executive Director of Brookline Access Television (BAT) on a site visit to the studios of the Watertown local access corporation at Watertown High School. BAT will be building a new studio in the Unified Arts Building on the Brookline High School campus in 2009. The purpose of the site visit was to learn about school-community television cooperation and the benefits which may accrue to students.

Diversity

In May the Commission approved commencing work on a project called *Faces of Brookline* to illustrate the diversity of Town residents. A committee was formed headed by Rita McNally and with Jacob Effron and Dr. Paula Schneider.

Also in May the Commission met with artist John Ewing who spoke about a forthcoming Coolidge Corner-Dudley Square public art project that, he hoped, would bring people from these two areas closer together.

At the June meeting Michael Tsang addressed the Commission on Falun Dafa, also known as Falun Gong, Falun Gong is a movement that has about 70 adherents in Brookline. Based in China Falun Gong sees itself as a persecuted group in that country.

In December, Rabbi Dr. Golan Ben-Chorin of Temple Emeth appeared before the Commission to discuss and ask support for an inter-faith, inter-ethnic, inter-racial town-wide youth diversity training program through the Sugihara Educational Initiative. Founded by Holocaust survivor Sam Manski, one of 6,000 people saved by Japanese consul to Lithuania during World War II Chiune Sugihara and a member of the temple, the Sugihara Educational Initiative has already been involved with the Brookline Public Schools.

Hidden Brookline

The Hidden Brookline Committee chaired by resident Dr. Barbara Brown, and including Commission members Karen Fischer and Rita McNally and with several members of the public being active, worked together with the Cemetery Trustees and Parks and Open Spaces Department to plan recognition of the presence of slaves in the Old Burying Ground, to take place during 2009.



Hidden Brookline Committee

Meanwhile, in cooperation with the Brookline Historical Society the Hidden Brookline Committee was represented by Dr. Emilie Dawes Steele at the April 21 Patriot's Day celebration. Dr. Steele, and African-American, is a descendant of William Dawes, who, with Paul Revere, rode to towns outside of Boston alerting people that the British were coming.

Dr. Brown conducted a walking tour of important African-American places in the town for 4th graders on May 1.

Domestic Violence

The Director plays a significant role in combating domestic violence in the Town. He staffs the Domestic Violence Roundtable and is producer for the Roundtable's monthly cable television show *The Safety Net* hosted by Ronny Sydney, now in its 13th season. He is also a member of the Jennifer Lynch Committee Against Domestic Violence.



Domestic Violence Roundtable

Strategic Planning

Facilitated by liaison with The Country Club, Samuel Batchelder, the Commission continued to discuss strategic planning and noted that flexibility was needed to accommodate changing situations in the town.

Commission Meetings

During 2008, the Commission held 11 staff-assisted regular monthly meetings. In addition to committee reports and items mentioned above, other topics covered at Commission meetings included:

January – discussion on a recent League of Women Voters forum on immigration issues; comments by member David Heist on his experiences in the U.S. Naval Reserve with a focus on inter-group relations; the Martin Luther King event

February – discussion on inter-group relations within the context of the mission of the Commission as defined in the Town bylaws.

March – discussion on strategic planning with a focus on budgetary concerns

April – discussion on identifying persons named in newspaper articles by race; holding Commission meetings in different neighborhoods

May – town events important to support such as the annual Roland Hayes Concert at St. Paul's Church

June – further discussion on strategic planning

July – discussion on the dynamics of Commission meetings in various neighborhoods

September – comments on the work of the Citizen Complaint Review Committee

October – report on regional meeting of the Massachusetts Association of Human Rights/Human Relations Commissions

November – initial plans for 2009 Youth Awards

December – report on vigil for victims of Mumbai terrorism

Regional Programming

The Director participated in meetings of the Norfolk County District Attorney's Anti-Crime Council and at meetings of the Massachusetts Association of Human Relations/Human Rights Commissions, where he also served as vice-chair.

Publications

In 2008 the Commission revised and distributed its popular *Child Care Resource Guide* produced in cooperation with the Brookline Early Childhood Advisory Council. Copies of the *Guide* were available by contacting the Commission office and were downloadable via the Commission's pages on the Town's Web site.

The Commission continued to distribute its brochure *We're Here For You!*

Publicity

Commission activities were covered by the Brookline *Tab*.

Broadband Monitoring Committee

C. Stephen Bressler, Ombudsman for CATV

Background

A 15-year license to operate a cable television (CATV) franchise in Brookline was awarded to Times Mirror by the Board of Selectmen (the Issuing Authority) in June of 1982. In 1983 that license was transferred to Cablevision of Brookline (Cablevision Systems Corporation). In early 1984 the Board of Selectmen created the CATV Monitoring Committee to monitor Cablevision's adherence to the license. That same year the Board of Selectmen also appointed Director of Human Relations-Youth Resources Stephen Bressler to serve as Ombudsman for CATV and to staff the CATV Monitoring Committee. In 1997 Cablevision of Brookline's license was renewed for five years. In 2001 the license held by Cablevision of Brookline was transferred to AT&T Broadband and was scheduled to expire the following year. In 2002 the license was extended for three years. During 2002 Comcast made a takeover bid for AT&T Broadband. In 2003 the Board of Selectmen approved the transfer of the license from AT&T Broadband to Comcast. The Comcast license expired in 2005.

During the period 1982 to date the Board of Selectmen as Issuing Authority approved amendments to the Cablevision/AT&T Broadband/Comcast licenses to reflect emerging needs of the town and changes in the cable television business.



Broadband Monitoring Committee

A federally-mandated three year license renewal process between the Town and Comcast concluded in 2005, with the Town denying renewal. Negotiations then commenced between the Town and Comcast to resolve differences. A Cable Television Renewal License between the Town of Brookline and Comcast was finally granted effective May 1, 2006 and will expire on April 30, 2016. License negotiations are expected to commence in 2013.

Comcast provides digital cable television. All of their cable television services above the Broadcast Basic tier require the use of a converter box. Broadcast Basic subscribers may connect the cable directly to a television set without the use of a converter box. Comcast also offers video on demand, high definition television, high speed data service (Internet access), and telephone service. Brookline residents may contact Comcast for sales and customer service at 617-731-1343.

In 2008 Comcast closed down their regional production facility *CN8* at 179 Amory Street. In 1998, at the behest of town residents wanting cable television provider competition and because there were services such as high speed data (Internet access) that were not being offered by Cablevision of Brookline at that time, the Board of Selectmen awarded a ten-year license to operate a cable television franchise to RCN. The federally-mandated three-year license renewal process with RCN began in April 2005. Negotiations concluded with a new ten-year Renewal License being issued on April 28, 2008, expiring in 2018. Negotiations will resume in 2015.

During 2008 RCN migrated all of their analog signals to digital. All RCN customers must use a converter box for all tiers of service. RCN provides video on demand, high definition television, high speed data service (Internet access), and telephone service. Brookline residents may contact RCN for sales and customer service at 1-800-746-4726.

Residents who are hearing impaired should use the Massachusetts Telephone Relay Service (711) to contact either cable company.

In 2000, the Board of Selectmen broadened the CATV Monitoring Committee's mandate and changed its name to the Broadband Monitoring Committee.

Membership

In 2008, Fran Berger continued as Broadband Monitoring Committee Chair with Stephen Bressler serving as Secretary. Other members on the Committee were Michael Newman, Dr. Alan Pisano, and Michael Selib. In the fall of 2008 Mr. Newman resigned from the Committee.

Administration

The Committee received staff and budgetary support through the Human Relations-Youth Resources Commission. Commission Director Stephen Bressler served as Ombudsman for Cable Television Operations for the Town.

Ombudsman

In calendar 2008, the Ombudsman handled 168 complaints and/or inquiries relative to CATV and Broadband, up from 74 in 2007. The Ombudsman noted that calls this year related to rates, questions concerning senior discounts, questions regarding the end of CATV analog service and the migration of analog channels to a digital platform, as well as the 2009 end of over-the-air analog TV and the switchover to digital TV, questions as to when Verizon FiOS will be available in Brookline.

The Ombudsman was in frequent contact with Comcast and RCN managerial and customer service staff. Not included in the numbers above were calls received from residents wanting information regarding satellite television and DSL. The Ombudsman also maintained contact with the Massachusetts Department of Telecommunications and Energy (DTE). The Ombudsman may be reached at: Stephen Bressler, Ombudsman, Broadband Monitoring Committee, 11 Pierce Street, Brookline, MA 02445 or by telephone at 617-730-2330 voice or 617-730-2327 (TDD) or facsimile 617-730-2388 or by e-mail sbressler@town.brooklinema.gov.

Committee Programming

The Committee worked closely with the CATV Coordinating Committee chaired by Selectman Gil Hoy. Broadband Monitoring Committee Chair Fran Berger and Ombudsman Stephen Bressler served as members of the CATV Coordinating Committee and participated in that body's deliberations and negotiations with RCN during the license renewal process, including conducting an ascertainment hearing at the Public Safety Building on January 10.

During 2008, the Broadband Monitoring Committee held two staff-assisted meetings during which the following issues were discussed:

- Met with Town of Brookline Chief Information Officer Kevin Stokes to discuss Wi Fi, some of the shortcomings of a Wi Fi system, Internet safety with regard to identity theft, and unregulated Wi Fi rates.
- Migration of channels from analog to digital tiers by both Comcast and RCN.
- RCN plans to make digital converter boxes available to Brookline subscribers
- New ethnic and high definition channels to be added by Comcast as a result of newly available bandwidth.
- Unavailability of Verizon FiOS at least through 2009.
- HDTV QAM frequency locations.
- Met with BAT at their studios to review current program and equipment status, including their new Web site and streaming video capability, and plans for new facility on Brookline High School campus to be built in 2009 and anticipated expanded programming and activities.
- Review of over the air analog to digital transition.



Brookline Access TV

Analog to Digital Transition

On November 19 at the Brookline Senior Center, Chair Fran Berger and Ombudsman Stephen Bressler appeared with Comcast Government Liaison David Green at a presentation on the forthcoming analog to digital transition and how the over-the-air transition differed from the cable television transition.

Council on Aging

Ruthann Dobek, Director

The Brookline Council on Aging, whose members include statutory representatives from other town departments and Brookline citizens, plans, coordinates, and provides comprehensive services for Brookline's older residents and their families. Our mission is to keep elders independent and functioning members of the community and to assist them and their families in finding services, support and resources. The Council on Aging operates the Brookline Senior Center at 93 Winchester Street, which is a community-gathering place, dedicated to enriching the aging experience. It provides a rich, diverse environment with a wide range of opportunities, programs and services. The Council on Aging meets the second Wednesday of the month at the Senior Center at 1:00 p.m., and the public is cordially invited to attend.

Council on Aging services include: advocacy, information and referral, geriatric case management and counseling, homecare, employment, income tax assistance, transportation, a monthly newsletter, and insurance benefit counseling. Information and referral remains the backbone of our services. The Council on Aging provides telephone coverage of a designated phone line to answer questions. The questions range from where to find a house cleaner to reports of elder abuse. The Elder Resource guide with sixty different categories continues to receive accolades as one of the best resources available. The on-line guide can be accessed on the web page as well as in print and being on-line means that updates can occur during the year.

Volunteers continue to be the lifeblood of the Council on Aging. Under the skilled leadership of Vivian Freeman, volunteer programs flourish. Volunteers help in every facet of the Senior Center operation. They lead current events, movie programs, bridge, ESL classes, and BINGO among many other programs. Local attorneys contribute their services to a legal clinic and lecture series even doing pro bono legal work for low-income seniors. The Art Gallery is fortunate to have devoted and talented Jean Stringham and Robert Berkovitz as curators. Food service and reception could not function without the dedicated hours of over 30 volunteers, and volunteers exclusively run the senior gift cart. Frail elders receive in-home assistance from friendly visitors, high school grocery shoppers and library delivery service. An annual appreciation lunch was held in April to honor the dedication of over 275 volunteers.

Photo by Raul Melendez



**Volunteer of the Year Eileen
Ward with Ruthann Dobek**

In 2008, Eileen Ward received the John and Molly Dolan Volunteer of the Year award. Mrs. Ward is a remarkable volunteer. She helps in the kitchen, leads the BINGO games, and assists at the Craft Fair. Most of all, she cheerfully tends to her neighbors and is a devoted family member. Eileen logs hundreds of hours each week at the Senior Center.

In Programs at the Senior Center include: breakfast, lunch, computer lab, gift cart, exercise classes, card games, movies, lecture series, and health screenings. The Brookline Adult and Community Education Program sponsor a variety of courses, ranging from the humanities to computer skills. Area hospitals as well as the Brookline Health Department contribute health education programs. Rogerson Communities operates an Adult Day Health Program and fitness center out of 93 Winchester Street. We continue to collaborate with Brookline Recreation, Brookline Library and the Brookline Police for programs. The Council on Aging remains appreciative of the entire community and individuals who generously donate their time to ensure exhilarating mixture of classes, groups and programs that keeps the Senior Center a dynamic place to visit.



Council on Aging

Highlights of the 2008 Programs include:

- Chinese New Year's Festival and August Moon Festival
- Grandparent Connections Group
- Alzheimer Support Groups- Day and Evening
- Russian Culture Festival
- Senior Craft Fair
- Networking Works Support Group
- Brookline Reads Programs with Brookline Library
- Concerts with Brookline Music School
- "Understanding Medicare" Lectures
- Black History Celebration with Gospel Singers
- Neighbor to Neighbor Autumn Fair and Apple Pie Contest
- Modern Dance Classes and Poetry Workshops
- Open Studios Weekend Program with Eight Artists
- Age Well Lectures
- Careers in Aging Summer Program
- Spanish Immersion Program
- Brookline Bikes Beacon Street



Seniors participate in "Brookline Bikes Beacon Street"

Photo by December Heffernan

The Council on Aging continues to supplement its operating budget from the Town by successfully leveraging 14% of its budget in additional funding. In 2008, CDBG grant funding supported the Taxi Discount Program, and part of the homecare social worker's salary as well as an important senior employment program that provides stipends to low income elders who work for the Council on Aging. We are especially pleased with three grants received by Springwell, which distributes Older Americans Act federal grant money. Two grants of \$2,000 each will go to fund the Russian Tea Room and Asian outreach programs. The Council continues to be

proud of the increased diversity efforts that have increased who we serve at the Senior Center. Also \$4,000 was granted for a respite program from Springwell. The Council on Aging was able to pay respite workers to assist families with the stress and burden of care giving. This includes a support group where family members can come for support and advice, bring their loved with them, and receive care. In addition, Brookline Community Fund provided a grant for the Careers in Aging leadership stipends. Three students were able to be leaders in the fifth summer of Careers in Aging. Brookline Community Fund also funded a grant to study the needs of our oldest citizens who are over 85 and still living independently. In July, co-investigator Alberta Lipson, PhD joined our team to begin the project that will rely on over twenty volunteers to conduct the interviews.



Photo by December Heffernan

Ten Seniors participate in "Brookline Bikes Brookline"

The Council on Aging is especially proud of its success in privately funding a van for door-to-door transportation to the Senior Center. An important goal since the Senior Center opened; the van provides 400 different elders with over 3,000 round trip rides. On October 28, 2008, the Annual Autumn Benefit fundraising event transformed the Senior center into an elegant ballroom. The evening honored the dedicated professional social work staff for its commitment to elder services. Over two hundred citizens supported the Center raising over \$44,000 while enjoying a delightful evening of food, music and community.



Photo by Jean Stringham

Social Workers at the Annual Autumn Benefit

In 2008, the NASW Massachusetts Chapter selected our Director, Ruthann Dobek, as Social Worker of the Year. Many Brookline elders attended the ceremony at the Newton Marriott Hotel in March where she was one of the first municipal employees to ever to be chosen for this significant honor. Her colleagues who nominated her wrote, "Ms. Dobek is passionate about her work. She possesses the uncanny ability to turn caring into action and action into outcome. When confronted with obstacles one can always count on Ruthann to advocate and deliver to a vulnerable population. She is a true leader."

During the summer of 2008 the whole country suffered an enormous economic downturn and the Council

responded by taking a lead in forming the Brookline Heating Task Force. Agencies serving elders were increasingly concerned about the high cost of heating homes. Several new programs resulted including providing direct fuel assistance at the Senior Center and conservation programs. In addition, Town Meeting approved in May a new tax work off program. Twenty eligible seniors will be able to volunteer 100 hours and receive \$750 off their property tax bill. The response was as expected quite eager.

The accomplishments of this past year are due to the dedication and expertise of the staff, the Board, and the volunteers. We are also grateful for the collaborations of so many who ensure that Brookline is a highly desirable place to grow old. Whether it is another Town department that ensures quality programs and service delivery to the seniors or a local organization that contributes programming, Brookline's elder services is the envy of many a community. We look forward to providing comprehensive services and interesting programs over the next year that will enrich our Brookline senior's lives. As always, we invite the public to visit, and more importantly become involved in our wonderful offerings.

Veterans' Services

William McGroarty, Director

The changes to the economy have impacted Brookline's veterans and their dependents resulting in a substantial increase in the number of eligible families seeking emergency financial assistance. Massachusetts General Laws mandates the Brookline Department of Veterans' Services, which is responsible for assisting Brookline veterans and/or their dependents with living and medical expenses. Directives issued by the State Commissioner of Veterans' Services regulate the scope of these expenses. Medical assistance includes expenses for hospital inpatient or outpatient stays, medications, doctor visits, laboratory work, and dental care. The Brookline Department of Veterans' Services administers these emergency veteran's benefits to ensure that qualified veterans and their dependents receive both the help they need and the respect they deserve. The Town of Brookline appropriates 100% of the monies needed to assist the Veterans and/or their dependents. A monthly report is submitted to the Department of Veterans' Services located in Boston. The Brookline Director of Veterans' Services initially approves the itemized expenditures and services. Per Massachusetts General Laws, Chapter 115, the state is required to then reimburse the Town of Brookline 75% of all approved expenditures.

The Department serves as a conduit in filing for all Veterans Affairs benefits for which a veteran/dependent may be entitled, as well as other federally-funded or state-funded benefits such as Social Security, SSI, SSDI, Mass. Health and Unemployment Compensation. Veterans' benefit paperwork can often be confusing if not overwhelming; this office has extensive experience in case managing VA claims. Residents are encouraged to stop by or call (617) 730-2112, if they have any questions or concerns pertaining to state and federal veterans' benefits. We are proud and honored this year to have assisted many Brookline veterans in obtaining the VA pensions and VA Healthcare they were both entitled to, and in many cases desperately needed. We also assist veterans and their dependents that are transitioning back into the workforce. During 2008, again due to changes in the economy the Brookline Veterans' office has seen a substantial increase in the number of veterans seeking VA medical assistance and/or VA Pensions and Compensations. Veterans who never needed assistance before have found their retirement income reduced to the point where without VA assistance they would be forced to make the choice between medicine and normal household expenses. Our office advocates for our veterans to ensure they get the services they are entitled to and never have to make those difficult choices.

As the War in Iraq and Afghanistan continues we are seeing an increase in the number of War on Terrorism veterans returning to Brookline. These young men and women have done a great service to our Country and in many cases have endured terrors and hardships difficult for the rest of us to understand. The men and women returning from war are in need of many assistance programs, from rehabilitation for injuries, to PTSD (Post Traumatic Stress Disorder) from the day-to-day stress of survival. We are working with the VA Medical Center to assure that returning veterans are apprised of all available resources. Our office is assisting these veterans in obtaining all their federal and state veterans benefits, helping them make the transition back to civilian life and supporting them when they need a place where someone understands.

Through the Military Records Branch, we are able to access veterans' discharge papers of Massachusetts veterans on-line, which saves valuable time in aiding veteran's for benefits. Grave registrations are recorded to ensure that all veterans' graves are decorated with a flag on Memorial Day. (Over 4,000 Veterans graves are decorated annually for Memorial Day.) The Department of Veterans Services is also responsible for ordering VA grave markers on request for the Veterans interred in Holyhood or Walnut Hills Cemeteries.

Brookline Veterans

The joint efforts of the Veterans' Office, American Legion and the Veterans of Foreign Wars coordinated the ceremonies for Memorial Day and Veterans' Day. The Office of Veterans' Services worked with the Devotion School to honor Private Scott, a hero of World War I by replacing his damaged memorial plaque at the school with a new one. The Veterans' Office in conjunction with the Flag Day Committee coordinates the Flag Day parade and other activities.



Memorial Day 2008

The age of many of our veterans has created a new challenge which includes finding housing, long-term medical care, and burials for veterans in need. We were fortunate to work with Dr. Lloyd Gellineau (Human Service Coordinator), the Brookline Housing Authority, Council on Aging social workers, and other local agencies, who aided in securing vital services for our Veterans. A special thanks to all who assisted in making this possible.

The Veterans' Office has a staff of two, Bill McGroarty, Director, and AnnMarie Cedrone, Head Clerk. Bill also works as the Emergency Management Planning Coordinator. The Office of Veterans' Services has returned to the completely refurbished Public Health Building (11 Pierce Street) and is enjoying a substantial increase in walk-in traffic. Brookline Veterans are encouraged to stop by, say hello and visit our new office (in Brookline's most environmentally friendly "green" building).

Please visit our website, www.brooklinema.gov/veterans, which has been improved, and updated to include links to the Veterans Administration, which is a federal agency and the state Department of Veterans' Services.

Americans with Disabilities Act Transition Team

C. Stephen Bressler, ADA Coordinator

The Americans with Disabilities Act Transition Team was established by the Board of Selectmen in 1993 as a requirement of Title II of the Americans with Disabilities Act (ADA). The charge of the Transition Team is to evaluate Town programs, services, buildings, streets, sidewalks, parks and playgrounds to ensure accessibility for persons with disabilities. Human Relations-Youth Resources Commission Director C. Stephen Bressler served as ADA Coordinator and worked with the Brookline Commission for the Disabled to address issues of mutual concern. Robert Sneirson served as an assistant to the ADA Coordinator.

During 2008 work commenced on updating departmental ADA self-evaluations. The responses involved the cooperation of various Town Departments:

- Questions regarding accessibility at the renovated town hall
- Questions regarding job opportunities for people with disabilities
- Questions regarding the use of the Massachusetts Telephone Relay System 711, the Town's phone system, and the use of TTY's
- Accessibility of MBTA stops
- Complaint regarding use of motorized scooter by disabled student in commercial building
- Reports of voting glitches with voting machines for disabled persons during Town elections
- Accessibility questions at various locations along Beacon Street in connection with the Beacon Street Reconstruction Project
- Questions regarding the numbers and placement of "Handicapped Parking" spaces in certain areas of town
- Questions regarding curb cuts/ramps in North Brookline
- Concerns from persons with service animals
- Assistance for a homeless, former resident with mental health problems
- Assistance for a disabled person alleging a hostile work environment
- Assistance for a student with health code violations in her dorm
- Assistance for a disabled resident regarding a housing dispute
- Assistance for a person holding a medical proxy on behalf of a disabled resident
- Question of providing a wheelchair-accessible bus for a town program to accommodate a disabled program participant
- Concerns about type size on Town e-mails and on the Town Web site
- Questions concerning ADA-compliant signage
- Question regarding modifying a vehicle for a disabled person
- Concerns about possibly insufficient street light timing at Beacon and Harvard Streets and Beacon and Pleasant Streets and Beacon and Washington Streets to enable people with mobility or vision disabilities to cross the street safely
- Concerns about the elevator in Main Library being out of order for an extended period of time
- Questions regarding regulations on the use of handicapped parking placards
- Concerns about the clearing of snow from curb cuts/ramps and sidewalks
- Questions regarding use of motor vehicle accessibility to picnic area at Larz Anderson Park for disabled person
- Questions regarding alternate means of service for patrons at restaurants that may be inaccessible
- Request for assistance for disabled person in need of a social worker
- Concerns about fencing around trees and shrubbery along Beacon Street being obstacles in reaching parking meters
- Concerns about acoustics in auditorium at Old Lincoln School during meetings of the Board of Selectmen

Lastly, the following ADA tag-line appeared on various town meeting notices: "The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. Individuals who need auxiliary aids for effective communication in programs and services of the Town of Brookline are invited to make their needs known to the ADA Coordinator, Stephen Bressler, Town of Brookline, 11 Pierce Street, Brookline, MA 02445. Telephone 617-730-2330, TTY 617-730-2327, FAX 617-730-2388, or e-mail sbressler@brooklinema.gov.

Brookline Commission for the Disabled

Eileen Berger, Chairperson

The Commission for the Disabled in Brookline promotes the inclusion and integration of persons with disabilities in the activities, services and employment opportunities of the community. We advise and assist town officials in ensuring compliance with federal and state disability laws. We provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in matters pertaining to disability.

The Brookline Commission for the Disabled (BCD) is authorized under Section 8J of Chapter 40 of the Massachusetts General Laws, Section 504 of the rehabilitation act of 1973, Amendment Article 114 of the Massachusetts Constitution and regulations of the Architectural Access Board.

Under the leadership of Chairperson, Eileen Berger, the BCD continues to work on major access issues including access for persons with physical disabilities in the Beacon Street Reconstruction Project. The BCD, Town Engineering Division and other major stakeholders will continue to work collaboratively with the Mass. Office on Disability and the State Highway Department to reconcile access issues for people with disabilities.

The BCD has addressed concerns of accessibility for disabled citizens during the winter months including snow plowing policy and legislation proposed by Town Meeting. In 2008 BCD met with the DPW, Town Engineering, Town Meeting Members and disabled citizens concerning snow removal. The board sees this process as multifaceted and will expand support for the creation of policies and procedures in snow removal, parking, transportation and other issues confronting disabled citizens during winter months.

Over the past year BCD met with the Housing Office on accessible housing issues, the ADA Transition Team director on compliance, the Town Engineering Division on the accessibility of the Longwood T stop project, the DPW on snow removal, the Police Department on handicap parking issues, as well as the Health Department, Veterans Affairs and local business organizations to provide BCD support for inclusion for people with disabilities in community services and opportunities.

Diligence of the board members has effected positive changes in the signage and posting of emergency access routs in Brookline High School with assistance from Town Counsel thereby increasing the safety and access of Brookline citizens using the our community high school.

BCD has processed architectural access board complaints and variances. In the fall of 2008 we facilitated a training session for over 20 town department heads, BCD, and selectmen by the Director of the Massachusetts Architectural Access Board. In the coming year we will expand the BCD board to include liaisons from the Brookline Engineering and Building Departments to ensure technical expertise on the board and will build partnerships with town departments and organizations to insure access of disabled citizens to community spaces and public and private facilities, activities and services.

Brookline Commission for the Arts



Commission for the Arts

The BCA serves as the Local Cultural Council for Brookline and receives an allocation each year from the Massachusetts Cultural Council (MCC) to fund local artists and arts and cultural organizations serving the Brookline community. In 2008, the BCA funded the following organizations or artists:

In May, the BCA hosted a Gala Reception in honor of the grant recipients at the Transportation Museum at Larz Anderson Park. Each grantee made a short presentation about their project to the over 65 commissioners, invited guests and artists present at the event. During the summer months BCA co-chairs Brenda Sullivan and Jane Stanhope transitioned Gavin Andrews and Joanne Lukitsh into their new roles as co-chairs. In August the BCA honored the memory of Andrea Cilley, the Commission's past administrator, with the installation of "Art on the Wind," an environmental art piece by Katrina Majkut. Installed for the month of August at Lars Anderson Park, the piece was the result of a competition and award organized by the BCA to recognize Andrea Cilley's work for the BCA and her commitment to the environment.

Organization or Artist

Afternoon Concerts
ArtBarn Community Theater
Brookline Arts Center
Richard Clark
Coolidge Corner Comm. Chorus
Bette Ann Libby
Puppet Showplace, Inc.
John Root
Wendy Soneson
Studio Without Walls

Program Completed in 2008

Free Concerts at St Paul's Church
Split Hares Traveling Troupe
'Artists NOW' exhibition and panel
'Shakespeare: Lunatic, Lover & Poet'
Gala Spring Concert
Town-wide Mosaic Column Project
National Day of Puppetry
'Popular Music of the Gaslight Era'
'The Women of Brookline' exhibition
'Not Books' exhibition at Coolidge Corner Library

In October, the BCA participated for the first time in reviewing proposals for temporary public art installations in conjunction with the First Light events. In the fall of 2008, the MCC awarded Brookline with \$10,800 to distribute to applicants for projects in 2009. In November, the Commission reviewed 21 applications for this funding and awarded grants to ten organizations and individual artists. In November and December, the Commission participated in the development of a new Town Policy on Art Displays at Town-Owned Properties and Guidelines and Procedures for Art Displays in Public Spaces. Once the Selectmen approve these documents, the BCA will organize a committee to recommend works of art for display in the newly renovated Town Hall. A newly designed web site will be launched in early 2009.

Brookline Commission for Women

The Brookline Commission for Women (BCW) strives to support women in all aspects of their lives and to promote the cultural, racial, and economic diversity of Brookline. We accomplish our mission by making ourselves a visible resource for women in the community; collecting and disseminating information on women's issues; cooperating with other town agencies, other women's commissions and service organizations for addressing women's issues; raising funds in support of our mission; offering programming consistent with our mission; and bringing women in Brookline together.

In January 2008, the BCW held its 3rd *Annual Dress for Success Clothing Drive*. The Dress for Success program is a not-for-profit organization that offers services to underprivileged women entering the workforce. Each client receives one suit when she has a job interview and a week's worth of separates when she gets the job. Thousands of pieces of clothing, gloves, scarves, shoes, accessories, and winter coats were collected during this two day drive.

In 2008, the BCW, in partnership with the Brookline Chamber of Commerce and Brookline Economic Development, kicked off the *Women Who Launch* Program, a series of programming for current and prospective women entrepreneurs. A kick-off celebration & panel discussion was held at Newbury College on March 6th and a workshop for "Effective Networking" was held on October 15th. A third event focused on "Mentoring" is planned for April 14, 2009.

In March, the BCW held its 16th annual essay contest among 6th, 7th and 8th graders. Students are asked to write about a “*Woman Who Inspires Me*.” The essay contest winners and the special woman in their lives are invited to a reception to honor these exceptional women who have impacted so many young people. Also as part of this event, the BCW honors one woman from the community who has made a remarkable impact on the Town and people who live here. The 2008 *Brookline Woman of the Year* was Brookline Early Education Program (BEEP) Principal Vicki Milstein. Principal Millstein was recognized for her work as an early education advocate and for her commitment to helping thousands of families in Brookline. This event is held each March in celebration of National Women’s History Month.



Commission for Women

During the late spring and summer months, the Brookline *Women’s Walking Group* continued to meet at the Brookline Reservoir twice a week in the morning and early evenings. This program brings women together for fun, friendship and fitness.

In October 2008, the BCW partnered with the Brookline Health Department to show the documentary film, *Toxic Bust*, which explores the connection between toxic chemicals and breast cancer.

Throughout the last year, the BCW has been supported by a grant from the Brookline Community Foundation.

INFORMATION TECHNOLOGY DEPARTMENT

Kevin Stokes, CIO

Administration

2008 was a year of change and opportunity for the Information Technology Department. With group reorganization behind us, the department could focus on service delivery and infrastructure improvements as we align with our department to better serve all Town and School Departments.

Chief Information Officer, Kevin Stokes continued to meet with department heads, users and residents to ensure technology solutions are continuing to drive efficiency and transparency in our daily operations. Data Controller Joyce Jenkins works with individual departments on technology acquisition and support management.

The IT department also worked closely with the Purchasing Department in the vendor switch for computer leases which led to the Town's new relationship with HP computers for desktop computing needs. The Town was able to leverage more favorable lease terms from HP and with improved technology expects a lower support cost and higher reliability for end users.

The department was universally involved in the relocation back to Town Hall for Town and School employees. Working closely with the Building Department and vendor partners, the move back was smooth with all major services suffering only brief outages during the transition.

Application Management

The Applications Management Division supports the town and public schools' major enterprise and departmental applications with a staff of six technical specialists: Ben Vivante, Web developer; Dale Junicke and Debbie Gildart, Senior Systems Analyst; Gene Sun, Database Administrator; Sheetal Goel, Student Applications Manager, and Jed Fehrenbach, GIS database administrator/developer, managed by Feng Yang, Director of IT applications. The following are some of the major accomplishments in 2008:

Improved Operations

The Division continued to leverage the standard Microsoft technology platform for application consolidation. All major applications now follow departmental technology guidelines and are managed in a consistent fashion and governed by a centrally managed change management practice. Moreover, backup operation has been streamlined and more servers are now on the disk-to-disk and disk-to-tape backup routine with full backups on the weekend and differential during the week.

Website related activities

Welcome BrooklineMA.gov

We said goodbye to our old townofbrooklinemass website, which had served us well and said hello to BrooklineMA.gov. The new website offers enhanced search-ability, better organization and an updated look. The improved calendar feature allows for better posting and notifications of meetings and announcements. Moreover, several standalone websites were incorporated into the new design.

EPIMS

Education Personnel Information Management System (EPIMS). This custom built application allows for the ease of data collection of background and assignment information from 1,200 School Employees. This information is then transmitted information to the State to meet Federal requirements.

E-Commerce Committee

Worked with E-Commerce Committee to improve e-commerce initiatives, including planned rate reductions and better bill presentment.

GIS Infrastructure Improvements

New server infrastructure resulted in the upgrade and performance improvement in the GIS Web and database server. Included in this upgrade was the web-based abutters program which continues to be one of the most popular items on the Brookline site. Other notable GIS activities are the following:

New Imageries

Worked with MassGIS and USGS to develop the new color digital orthophotography and saved the Town \$26,000 that was originally allocated for this project.

New Water and Sewer Databases

Worked with the Water and Sewer Department to develop the water and sewer geometric network databases and available layers.

Crime mapping

Continue to refine the web services that pull crime data out of the Police Department's Larimore system and geocoding with GIS to create an updated crime incident layer for the public safety personnel to create crime related maps.

Enterprise Applications

Millennium Upgrade and Payroll Data Extract Automation

Base upon a thorough change management and upgrade plan, working with the Payroll Office, we have successfully set up a new SQL database server, upgraded the Town's payroll system, migrated to the new server, consolidated many copies of payroll related MS Access databases and tightened up security. We minimized user down time and ensured all related applications function correctly.

Munis Financial System Upgrade and Migration

Working closely with the Munis Migration Team, the Division developed migration plan, upgraded historical databases and production databases, upgraded Crystal Report from V9 to V11, worked with the Munis SQL conversion team to migrate SCO UNIX/Informix based MUNIS to Windows/MS SQL server based system.

Departmental Applications

New Recreation Application

In partnership with the IT working with the Recreation department, the Division recently upgraded and deployed a new Recreation application. The new system allows for improved interaction with customers, increased class sign-up capabilities, and better administrative and cost-containment functions.

School Applications

We have successfully completed the system migration from ChancerySMS to X2 and rolled out X2 to school users in June. The new system will allow for the interconnection of all major school functions and the elimination of several applications over the next year.

Additional activities included upgrading and updating the school library application, Destiny and the School Nurses' application for the Health Office. In addition, IT migrated Fitnessgram to a new server and upgraded the application.

Network Infrastructure

The Network Infrastructure and Operations Group, led by Zeray Assefa, continues to add capacity, reduce downtime, and increase redundancy by investing in tools and technologies which enable better distribution and performance. Other members of this Division include Ren Avellani who manages network integration and Gary Vogler who is responsible for server and storage management.

By making our infrastructure more flexible, our IT organization can deliver new applications and business

services faster. Adding capacity to meet new or expanding computing requirements can be completed in a matter of minutes or hours.

A New Data Center Strategy

With the increased Storage capacity from the previous year, IT was able to work with departments to consolidate several stand-alone servers into a new Blade Computing environment which decreased our overall footprint and energy usage while adding redundancy and cost efficiency. Newer technologies such as Server Virtualization will allow for servers, storage and networking resources to be pooled and allocated as needed. Putting unused data center capacity to work on business priorities helps the Town achieve greater asset utilization, improve IT staff productivity, and extend the life of key resources. In 2008, 15 standalone servers were consolidated into the new blade/virtualized environment with many more expected in 2009.

Town Hall Infrastructure

With the Town Hall renovation complete, IT worked with the Building Department to install the latest network technology which will offer the needed speed, redundancy and performance that is required. The integrated technology platform supports future network needs, voice communications, building controls and remote communications.

Pierce School Upgrades

Leveraging the in-house infrastructure capabilities, IT was able to install need state-of-the-art Voice over IP technology. This technology provides for integrated voice and intercom services which enable staff to more efficiently communicate within the building and provides a platform which is cheaper to support and allowing for future migration away from the legacy phone system.

Runkle School Network Upgrade

A much needed technology refresh occurred at Runkle during the summer. The equipment will be capable of delivering 10/100mb service to a port and will be available wherever internal wiring is capable of delivering gigabit service.

Help Desk

Help Desk/Desktop Support continues to evolve and adapt with the changing environment and new technology.

Karen King and her team which includes Allen Wong, Michael Yee, Gannon Hastings, Kayson Lo and Ryan Yung provide support to Town and School users on both Apple and PC platforms. In addition, mobile technology, voice systems and environmental control technology are under the management and support of the help desk.

In 2008, the IT Help Desk had 3,650 work orders opened; most were closed in under three days. This number will likely increase due to users being more comfortable with the help desk work order system. IT uses the data collection to aid in strategic planning, training and proactive measure to ensure the integrity of the user environment is safe, secure and reliable on a consistent basis. The Help Desk team augments help desk responsibilities with a long project list for all Town and School departments. All PC and classroom deployments, upgrades and technology refreshes are project managed from inception to implementation on an annual basis.

FINANCE

Stephen Cirillo, Finance Director

Overview

The Department of Finance was created by MGL Chapter 25 of the Acts of 1993. The purpose of the Act was to consolidate all of the fiscal and financial related activities of the Town into a single department in order to attain efficiencies and economies of scale, to reduce or eliminate duplication and overlapping of services, responsibilities and functions, and to improve the communication and coordination between and among the various offices and agencies of the Town.

Treasury Division

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer

is pleased to submit this annual accounting of the total cash receipts and disbursements for the fiscal year ended June 30, 2008. In addition, I have also included a summary of the highlights of the activities and accomplishments of the Department of Finance's Treasury and Collecting Division for the year. Details of cash transactions and debt activity are also contained in the Annual Audit Report, which is found in the Town Comptroller's Office, the Library, the Town Clerk's Office, and the Brookline web-site at townofbrooklinema.gov. I believe that this approach provides more relevant information to our readers.

The Department of Finance was created in 1994 with the consolidation of several independent departments. The reorganization has continued and has strengthened. The functional workgroups that were initially created to provide more effective service and internal cross training are working out very well. Internal coverage for periods of peak needs was expanded. The specialized tax administration units continue to demonstrate their value to taxpayers. Indications are that public service has significantly improved. As will be noted below, with the use of electronic commerce techniques and an after hours Town Hall mailbox, we have developed a 24 hour/7 day per week service capability to our taxpayers.

Payroll Sub-Division

The payroll sub-division has been responsible for managing the Town's payroll. The Town and School administrations have been engaged in conversations concerning the consolidation of all payroll functions within the Treasury Division of the Finance Department. Functions have been identified and workflow has been mapped in an effort to complete the consolidation for FY2010. The School Department has already eliminated a position as part of the FY2009 Budget appropriation. Over the past two years, combined efforts with the Human Resources Department and Selectmen's Office have resulted in uniform position control information in the Millennium Software. The Sub-Division also continued the process of consolidating the 457 Deferred Compensation Plan (OBRA) by eliminating duplicate accounts and establishing procedures to locate "lost" employees.

The Payroll Sub-Division is responsible for the oversight of all payroll activities including accurate and timely payments to over 1,154 Town and 2,248 School employees, along with the related employee and employer deductions, taxes, wage reporting, and collective bargaining compliance issues. This unit oversees and audits payments of over \$122.8 million in payroll along with the related \$22.8 million in a vast array of deductions and \$20.3 million in several payroll taxes.

This sub-division has expanded the services provided by payroll. Training programs for report writing (Crystal Reports) have been provided to individual users enabling them to establish a list of reports that are frequently used and are available whenever the user logs into the payroll software. Individual and group training seminars were continued throughout the year for all departmental staff who are involved with the payroll functions for their departments. The payroll section of Brookline's intranet is continuously maintained to provide the most updated information to employees and payroll clerks regarding all aspects of payroll including forms, instruction, and internet links.

Cash Management Sub-Division

This Division is responsible for the collection and maintenance of all revenues from all sources, as well as the management and safeguarding of all funds, the administration of all debt and the proper disbursement of all funds. In summary, the aggregate receipts and disbursements for the fiscal year that began on July 1, 2007 and ended on June 30, 2008 are as follows:

Cash & Invest 7/1/2007	\$ 77,147,120.94
FY 2008 Cash Receipts	252,645,376.08
FY 2008 Disbursements	<u>(248,186,751.75)</u>
Town Cash & Invest 6/30/2008	81,605,745.27
Library Cash & Investments	3,972,420.00
Retirement Cash & Investments	<u>226,620,692.00</u>
Total Cash & Investments	\$ 312,198,857.27

\$1.9 million in investment income was earned during the year. This decrease was the direct result of the numerous reductions in interest rates that the Federal Reserve Bank voted during this period because of the poor economic climate. We continued to exercise the aggressive cash management program that was instituted during the latter part of 1994. This enabled us to continue to maximize the rates of returns despite the economic recession and helped mitigate the reduction in earnings that was being experienced throughout the world. Use of an automatic “sweep” account that invests funds each night, along with a weekly interest rate bidding request program, have insured that we are able to obtain the highest rates available while maintaining safety and liquidity throughout the year. Higher risk type investments, such as derivatives and similar devices, are specifically avoided. The Town has now implemented the “Prudent Investor” standard.

Bank Service Charges

Through an on-going competitive bidding program, we continued to minimize bank service costs while the level of bank services increased. Our costs were \$51,187 in FY2008, which was directly attributable to our Electronic Commerce and credit card acceptance initiatives that were introduced during the second half of fiscal 2001. In the last decade, bank service charges were costing us about \$150,000.

Debt

As of June 30, 2008 the Town had debt obligations of \$96.9 million in principle and \$28.4 million in interest payments. During 2008, the Town borrowed \$8.91 million for several projects, including the Town Hall, the Transfer Station, Sewers, Storm Drains and Golf Course Paths.

Accounts Receivable Sub-Division

For Fiscal Year 2008, this sub-division was responsible for the billing, collection, recording, and reconciliation of annual property taxes (\$133.7 million), Personal Property taxes (\$2.14 million), Motor Vehicle Excise taxes (\$5.4 million), Water & Sewer Utility Fees (\$23 million) and Refuse Collection and Disposal Fees (\$2.6 million).

In 2003, this sub-division was reorganized under the leadership of an Assistant Collector. In FY2004 the sub-division began to reconcile accounts receivable on a monthly basis, providing a more efficient year-end closure of the Town’s financial books. In 2005 the sub-division assumed responsibility for posting all water and refuse payments.

Another accomplishment of the sub-division was to shorten the age of accounts receivables. The accounts receivable of six prior fiscal years within the Personal Property Tax receivables class have been collected and closed out. Prior year Excise tax receivables have also been collected, abated and closed out.

Property Taxes

The aggressive delinquent collection campaign that was initiated in 1994 continued during the year. Unpaid taxes remained among the lowest they have been in over 25 years. The collection program described in the 1994 Annual Report has been very effective. Uncollected property taxes as of June 30, 2008 were \$1,209,408, representing a 99.1% collection rate.

Municipal Lien Certificates

An important responsibility of this Office is the timely and accurate issuance of municipal lien certificates (MLC’s). This document is required before buyers and sellers of property can finalize any agreements for the transference of any real property. Lawyers and Mortgage Lending Institutions depend upon this service. The owners of property about to be conveyed generally require immediate attention. We issued approximately 1,911 MLC’s during FY2008, some for Town use. Improvements in automation have reduced the completion time to approximately two days. General Law requires these documents to be completed within ten working days of receipt. We continue to receive many favorable comments for timely and accurate service from the various legal firms in the area.

Motor Vehicle Excise

We continued to participate in the Registry of Motor Vehicle license renewal and registration renewal marking program. The failure to be able to renew these two important permits has proven to be a very effective collection stimulus. Uncollected excise at the end of the year was \$574,371. We continued to collect over 95% of the more

than 34,150 bills issued each year on a timely basis.

Summary

Again, your Treasurer/Collector presents these accomplishments with pride. They signify our collective efforts on behalf of our community. A significant staffing change has occurred, as John Mulhane, Assistant Treasurer has retired after forty two years of service to the Town. He will be missed. One of the most significant messages subliminally contained within this report is that the staff is a team of professional public sector employees. A strategic initiative of cross-training has created a dynamic yet flexible staff that can address any issues that are presented. They take pride in providing a high level of quality service for their constituents. As the manager of the Division, I express my genuine appreciation to this exceptional staff of dedicated people who continue to make this all happen. My very personally satisfying job and our many successes are a direct result of their exemplary performance. I remain forever grateful to each and every one of them.

I also wish to thank the Community for their continued support and response to all of our appeals. Tax collecting is never a "fun" task, but the vast majority of our taxpayers understand what we need to do in order to keep our financial house in good condition and this understanding is what enables us to present these accomplishments. We really are grateful to all of you.

Comptroller's Division

The Comptroller's Office is responsible for the timely and accurate processing of vendor payments, cash receipts and general ledger transactions, and numerous federal and state reporting functions, including the Commonwealth's Schedule A and Free Cash certification. In addition, the Comptroller served on the Brookline Retirement Board.

Accounts Payable personnel, in conjunction with input from a variety of Town Departments, continued to service the nearly 4,800 active vendors, processing 28,260 invoices during calendar 2008, which resulted in approximately 18,400 vendor checks totaling more than \$183 million.

During 2008, the Comptroller's Office, working with Purchasing and the Treasurer-Collector, continued to expand the EFT payment process for vendors, resulting in fewer paper checks cut to some of our larger vendors. More than \$21.5 million was transmitted via 624 electronic funds transfers during calendar 2008. 844 1099's were issued in January, 2008 to vendors providing services in excess of \$600.

The Accounts Payable personnel routinely audits all invoices before the payments are processed and then matches up the resulting checks with their supporting documents for archiving in-house and the mailing of payments. In addition, the accounts payable team has spent considerable time and effort training departmental users throughout the School and Town in the appropriate use of the accounts payable system.

Financial Reporting

The Comptroller's staff worked closely with the auditors to ensure compliance with Generally Accepted Accounting Procedures and the promulgations of the Government Accounting Standards Board in the daily financial activities of the various Town departments and in the preparation of the Town's annual financial statements.

As of the end of December 2008, Personnel, Schools, DPW, Water & Sewer, Building, Fire and Police Departments are utilizing the General Billing module. There were 2,849 General Billing invoices processed for a total of 1,267 customers during calendar 2008, for a total of \$1,249,349

The Comptroller's staff continues to provide training and support for the departmental users in General Ledger queries and reports and Accounts Payable, General Billing and Cash Receipts input and processing and reporting of departmental financial data via the customized Crystal Reports developed in the Comptroller's Office. By the end of calendar 2008, 217 users in the Town and School offices have been trained in the Town's MUNIS Financial system and over 190 users have been trained in basic crystal report running. The Comptroller's Office is currently providing more than 4,000 customized reports to various departments in the

school and town.

As of the end of fiscal 2008, the Comptroller's Office had recorded and was maintaining asset and depreciation records for nearly 11,000 fixed assets.

In all, more than 22,900 journal entries were processed to the general ledger during calendar 2008, including 7,283 accounts payable batches, 873 budget related journals, 7,078 cash receipts journals, 221 cash disbursement journals, 337 general billing journals, 819 general journals, 11,848 purchase journals, and 112 payroll journals.

In addition, staff from the Comptroller's Office and Information Technology worked together to begin the process of converting the MUNIS Financial System from an Informix - UNIX based database to a SQL Server environment, and upgrading the financial report system to Crystal XI. Both these projects have anticipated completion dates of April, 2009.

Closing

The Comptroller and her staff worked closely with other key departments to enhance internal controls and financial processing and reporting with the Town. The Comptroller gratefully acknowledges the fine efforts of her staff, in conjunction with the efforts of other Town Departments, which have contributed to this highly successful year.

Assessors Division

The mission of the Board of Assessors is to assess all property in the Town of Brookline in a fair and equitable manner and in accordance with: the laws, rules, and regulations of the Commonwealth of Massachusetts, the guidelines and requirements of the Department of Revenue, and the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation as they relate to mass appraisal. Our purpose is to administer the property tax, motor vehicle excise tax and all related exemptions as a service to the taxpayers and residents of Brookline. The Assessors are responsible for the assessment of all property at its full and fair cash value as of January 1 of each year, using valuation methods appropriate for each class of property. The Assessors must also maintain public records necessary to administer the taxes of the Town and to objectively review the petitions and concerns of aggrieved taxpayers.

Accomplishments

In 2008 the Board of Assessors successfully completed a town-wide revaluation of all real and personal property. The Assessors relied on arms-length sales from 2007 to determine FY2009 assessments. For single-family, two-family, three-family properties and residential condominiums, the Assessors developed a mass-appraisal market model that uses a multiple regression formula to apply both additive and multiplicative factors that capture market relationships between property characteristics. For apartment buildings and commercial parcels the Assessors relied upon available market data and property income data received from owners of investment properties. The Assessors developed valuation tables including; unit and square-foot rental rates, operating costs, replacement costs and capital costs. Our goal was to establish fair and equitable market level values on which to base FY2009 property taxes.



Board of Assessors
L-R: Mark Mazur, Gary McCabe and Harold Petersen

Values and assessment levels were certified by the Department of Revenue in November following statistical testing of assessment to sale ratios and an on-site procedural audit. Proposed values were made available for review during a public disclosure period.

The Assessors presented various allowable levy shift and tax rate options to the Board of Selectmen at the annual Tax Classification Hearing held on December 2, 2008. The Selectmen voted at their meeting on December 9, 2008 to adopt a tax classification factor of 1.73 for commercial properties, which resulted in a residential tax rate of \$10.69 and a commercial tax rate of \$17.32 (per \$1,000 of value). The Selectmen also adopted a residential exemption of 20%, or \$162,923 for all eligible resident homeowners.

The overall change in value by major property class over the prior year is presented in the chart below.

CLASS	FY08	FY09	Change
Residential	12,916,786,200	13,352,327,800	3.37%
Commercial	1,174,959,500	1,210,911,200	3.06%
Industrial	11,696,900	13,407,000	14.62%
Personal	128,054,700	132,665,180	3.60%
Total Taxable	14,231,497,300	14,709,311,180	3.36%
Exempt	1,350,615,300	1,412,150,800	4.56%

The Assessors were also involved in the development of several new programs or exemptions in 2008, including: the small personal property account exemption, which relieved over 600 businesses from paying a personal-property tax; the introduction of a senior tax abatement work-off program on a pilot basis and a campaign to raise awareness about the senior tax deferral program. The Assessors have also been involved in the development of a payment-in-lieu of tax (PILOT) policy and a conservation restriction (CR) policy; both adopted by the Board of Selectmen.

In 2008 the Brookline Assessors were the first Assessor's office in Norfolk County to work in partnership with the Norfolk County Register of Deeds to receive electronic transmissions of land transfer records. The town and county not only made gains in efficiencies through office automation and paperless transactions, but the town is saving \$1,000 annually on the cost of receiving hard copies of deeds.

FY2010 Objectives

Due to the rapidly changing economic climate, the Assessors will evaluate the 2008 real estate market trends and determine if assessments have fallen below the FY2009 certified assessment levels. Adjustments will be made as necessary to maintain full and fair cash value standards for all classes of property. In FY2010 the Assessors will also continue efforts to update the Towns property database and to incorporate the use of the GIS (Geographic Information System) and Pictometry (Aerial Imagining) into our computer-assisted mass-appraisal (CAMA) system. The Assessors will also be working with the GIS group to complete the roll-out of the abutter's list Web GIS application, which will allow applicants to request abutter's list on-line.

Purchasing Division

The Purchasing Division is responsible for the purchase of all goods and services for all Town and School Departments. The Department's ongoing role is to ensure that all Departments are getting the best value, through quotes, bids and proposals, as deemed appropriate. The entire purchasing process must comply with M.G.L. Chapter 30B and applicable laws, which was enacted by the State and adopted by the Town in 1990.

Purchasing is responsible for all goods and service purchases, and all subsequent agreements that are entered into by all Town and School Departments. Also a part of the Division, General Services provides mail and printing support for Town and School departments

Personnel

Purchasing is staffed by Chief Procurement Officer David Geanakakis, Procurement Officer Mary Clover, Buyer Richard Saville, and Clerk Leonore Nicolay. General Services is staffed by Supervisor of Mailing and Printing Timothy Sullivan and Mail Clerk Morgan Laing-Buckland.

David would like to thank all of the Purchasing and General Services staff for their assistance over the past year, and for continuing to provide a high level of service and expand assistance to Town and School Departments.

Purchasing Activity

During the past fiscal year, the Purchasing Division processed more than 100 public procurements, as well as more than 10,000 purchase orders issued for the various Town Departments and the School Department. Purchases are done using open and competitive processes, such as quotes, bids and proposals, as appropriate. Staff and the requesting department develop specifications, investigate and seek out potential vendors, evaluate and award contracts.

An important role for Purchasing is managing goods and services contracts used by all Town and School departments. Town contracts and State contracts are used, when applicable. Examples are: office supplies, school lunches, copiers, consultants and insurance. Significant items from the past year were:

- Town Department Bids and RFP: multi space parking meters, employee paid dental coverage for employees, building commissioning services, health care advisor, mass notification/reverse 911 services, DPW dump trucks, included lease purchase financing for DPW equipment.
- With the assistance of the Information Technology Department, Purchasing reviewed and improved the PC leasing process. Vendors, annual payment, deployment and order timing and interest rates were updated and modified as necessary.
- The Division supported the relocation and move from Old Lincoln School back to Town Hall, with furniture and fixtures purchases.
- Purchased two additional hybrid vehicles, for the School and Health Departments.
- As in previous years, issued the bids, awarded contracts and administered the Cooperative Purchasing arrangement for the purchase of Gasoline, Diesel, and Heating Oil Fuels for Brookline, the Cities of

Newton, Cambridge and Waltham, and the Towns of Arlington, Belmont, Lexington, Watertown, Winchester and Weston.

Support to the School Department

Procurement Officer Mary Clover and Clerk Leonore Nicolay are the Division's primary liaisons to the School Department. They dedicate most of their time to support School Department purchases and projects, but all staff support School purchases. Significant items from the past year were:

- School Department bids and renewals: coffee and hot tea, computer and printer supplies, science supplies, medical supplies.
- Joined several purchasing cooperatives (with Waltham, Somerville, and Methuen) for increased savings in food services.
- Issued new bids and entered into multi-year contracts, with cost savings, for: pizza, frozen desserts, bagels, and printing of Adult Education catalogs.
- Received commission from soda and snack machines amounting to \$5,477.11 in FY 08 and \$2,851.20 for the first half of FY 09. This is an increase from the previous year.
- Continue to purchase from State contract vendors who offer competitive prices and resulted in savings.

General Services Activity

General Services provides centralized printing and mailing services for all Town and School departments. All services are done in the most economical manner possible, either on site or with outside vendors. Quality offset printing and mail pick-up & delivery services are done by the print shop and mailroom.

- Reviewed current cell phones provider and changed plans and phones, to lower costs and improve service.
- Consolidated telephone service providers under one company, where possible, with the goal of lower rates and improved problem resolution.
- With the assistance of the IT Department, facilitated the implementation of Voice Over Internet Protocol technology to replace current switch based telephone technology in two locations.
- Continued to use two large capacity photocopiers in the print shop, resulting in greater cost savings and efficiency. These digital copiers facilitate expedited service on print jobs and reduce the need to go off-site, which reduces the use of more expensive outside printers.
- Continued to reduce the costs of mail processing by encouraging the increased use of mail machine equipment in Town Hall, Library, Council on Aging, and the Public Safety Business Office.

Retirement

Frank Zecha, Director



Retirement Board

The Brookline Contributory Retirement System (System) administers the defined benefit plan for most town of Brookline employees, with the exception of teachers and school administrators whose program is administered by the Teachers Retirement Board. The defined benefit plan, governed by Massachusetts General Laws Chapter 32, provides retirement, disability, survivor, and death benefits to members and their beneficiaries.

The System has a five-member Board who is responsible for ensuring that the system is operating in compliance with M.G.L. Chapter 32. Director of Finance Stephen Cirillo serves on the Board pursuant to an appointment by the Board of Selectman. Brookline Comptroller Judith Haupin serves as the ex-officio member, as required by M.G. L. Chapter 32. Brookline Firefighters Deputy Chief Rob Ward and James (Chet) Riley serve as the elected members to the Board. Gary Altman, an attorney who works full-time as a labor arbitrator and mediator, was chosen by the four Board members to serve as the fifth member. James (Chet) Riley serves as the chairperson of the Board.

The System is funded through member's deductions, investments and an annual appropriation from the Town and Housing Authority. The Board adopted an actuarial funding schedule to ensure the financial stability of the retirement system. According to the most recent actuarial report, as of January 1, 2008 the system was 67.3 % funded.

As of December 31, 2008, there were 3231 members, 1697 active members, 845 retired members or their beneficiaries and 868 inactive members. During 2008 the Board voted to grant 36 superannuation retirement allowances and four accidental disability retirements. The Board also approved 275 refunds and 110 transfers of member accounts.

The current staff is comprised of Frank Zecha, Executive Director; Margaret Cossette, Deputy Director of Finance; and Kimberly McCormick, Administrative Assistant. The Staff is responsible for all financial transactions, reporting of investment activity, comprehensive pre- and post-retirement counseling to employees and their families regarding their rights and benefits, issuing monthly pension payments to retirees and/or their survivors, and other required governmental reporting.

The system utilizes an investment consultant firm, Meketa Investment Group, to provide investment advice. The Board establishes investment policies, allocates system assets to various investments, and retains managers in each asset class to invest the resources allocated to the type of investment with assistance from Meketa Investment Group.

The Retirement System is valued at \$226.6 million as of December 31, 2008. For calendar year 2008 the System had a negative 28.5% rate of return. The 20 year rate of return is greater than 7% annually.

TOWN OF BROOKLINE TELEPHONE DIRECTORY
MAIN NUMBER 617-730-2000

EMERGENCY TELEPHONE NUMBERS

POLICE	911
FIRE	911
HIGHWAY	730-2160
PARKS	730-2167
WATER/SEWER	730-2175
HOME HEATING	730-2300 (weekdays)
	730-2222 (evenings & weekends)

<u>DEPARTMENT</u>	<u>TELEPHONE</u>	<u>FAX</u>	<u>TTY</u>
ASSESSORS	730-2060	739-7572	(Phone Devices for the Deaf)
BUILDING	730-2100	739-7542	
COMPTROLLER	730-2022	730-2298	
COUNCIL ON AGING	730-2777	730-2761	730-2777
ECONOMIC DEVELOPMENT	730-2468	730-2442	
FIRE (office)	730-2272	730-2728	
FIRE (non-emergency)	730-2260		
HEALTH	730-2300	730-2296	730-2327
HUMAN RELATIONS/YOUTH RESOURCES	730-2330	730-2296	
INFORMATION TECHNOLOGIES	730-2003	739-7571	
LIBRARY			
MAIN LIBRARY	730-2345	730-2160	730-2364
COOLIDGE CORNER BRANCH	730-2380		
PUTTERHAM BRANCH	730-2385		
ADMINISTRATIVE OFFICE	730-2360	232-7146	
PERSONNEL	730-2120	739-7519	
PLANNING	730-2130	730-2442	
POLICE (non-emergency)	730-2222	730-8454	734-2952
PRESERVATION COMMISSION	730-2089	739-7542	
PUBLIC WORKS			
ADMINISTRATIVE OFFICE	730-2156	730-2258	
CEMETERY	730-2179	730-2258	
CONSERVATION	730-2088	730-2258	
ENGINEERING	730-2139	730-2258	
HIGHWAY	730-2156	730-2258	
PARK/FORESTRY (non-emergency)	730-2149	730-2167	
WATER/SEWER (non-emergency)	730-2170	730-2258	
RECYCLING HOT LINE	730-2500		
PURCHASING	730-2195	264-6446	
RECREATION			
MAIN OFFICE	730-2069	739-7531	739-7698
GOLF COURSE	730-2078		
GYM	713-5422		
HIRE ONE	730-2779		
RAFT PROGRAM	739-7598		
SKATING RINK	739-7518		
SWIMMING POOL	730-2778		
RETIREMENT	730-2028	730-2298	
SCHOOLS	730-2400	730-2108	
ADULT AND COMMUNITY EDUCATION	730-2700		739-7656
SELECTMEN	730-2200	730-2054	730-2213
TOWN ADMINISTRATOR	730-2211	730-2054	
TOWN CLERK	730-2010	730-2298	730-2572
TOWN COUNSEL	730-2190	264-6463	
TRANSPORTATION	730-2177	730-2258	
TREASURER	730-2020	730-2298	
VETERAN'S SERVICES	730-2112	730-2296	

TOWN OF BROOKLINE, MASSACHUSETTS

Settled: 1638
Incorporated: 1705
Population: 57,107
Land Area: 6.82 Square Miles

Government: Representative Town Meeting (240 Elected Town Meeting Members and eight at large) with five-member Board of Selectmen and Town Administrator.

Located four miles from downtown Boston, in Norfolk County. Brookline is one of the largest towns in New England.

It is primarily a mature suburban, residential community. The primary occupations of Brookline residents are management and professional, heavily concentrated in the fields of medicine and education.

FY 2009 Assessed Valuation: \$14,709.311,180

FY 2009 Tax Rate:

Residential \$10.69

Commercial \$17.32

Residential Exemption \$162,923

Political Parties and Designations

Total Registered Voters	26,733
Democrat *	13,560
Green-Rainbow*	39
Republican *	2,003
Working Families*	2
Unenrolled	11,075
American Independent	5
Conservative	1
Constitution Party	2
Green Party USA	5
Interdependent Third Party	4
Libertarian	35
Socialist	1
Timesizing Not Downsizing	1
Working Families*	2

*Recognized Political Party

Brookline Legislators

United States Senators

Edward M. Kennedy

John F. Kerry

United States Representative in Congress

Barney Frank

State Senator

Cynthia Creem

State Representatives

Frank Israel Smizik

Jeffrey Sanchez

Michael Moran

Michael Rush

The Town of Brookline is an Affirmative Action/Equal Opportunity employer. The Town of Brookline does not discriminate on the basis of disability in admission, access to, or operations of its programs, services, or activities.

The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices.